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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

CALENDAR OF PROCEEDINGS

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Date: Wednesday, March 21, 1990

Time: 5:30 p.m.

Place: Youth Guidance Center
375 Woodside Avenue
Chapel

AGENDA

Welcome - Fred E. Jordan Jr., Chief Probation Officer

1. Election of Officers

2. Meeting Time and Place

3. Presentation from City Attorney re public meetings, public record, conflict of interest, laws and relationship of commission to department

4. Rules of Order - Administrative Matters

5. Recommendation for Administrative Secretary

6. Approval of Chief Probation Officer

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

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MINUTES OF THE MARCH 21, 1990 REGULAR MEETING

The first regular meeting of the Juvenile Probation Commission was held on Wednesday, March 21, 1990, in the Lois Towles Caesar Memorial Chapel, Youth Guidance Center, 375 Woodside Avenue, San Francisco.

Commissioners Present: Gloria R. Davis, James Loyce, Jr., Stephanie Mischak, Michael Pappas, Vincent Schiraldi, Art Tapia, Michael Yamaguchi.

Others Present: Fred E. Jordan, Jr., Chief Probation Officer; Judy Hogan, Director of Probation Services; Steve La Plante, Director of Juvenile Hall; Joe Berkowitz, Director of Log Cabin Ranch; Jeanne Bailey, Business Manager; Louise H. Renne, City Attorney; Burk Delventhal and Lori Giorgi, Deputy City Attorneys; Gayle Orr-Smith, Deputy Mayor for Public Safety; Sally Kipper and Newton Lam, Mayor's Office; other department staff and interested citizens.

Call to Order: Chief Probation Officer Fred Jordan called the meeting to order at 5:35 p.m.

Roll Call: Roll was called and all Commissioners were present.

Election of Officers: On motion by Commissioner Mischak, seconded and carried, the Commission elected Vincent Schiraldi as President. On motion by Commissioner Mischak, seconded and carried, the Commission elected Gloria Davis as Vice President.

Meeting Time and Place: Commissioner Mischak presented information on various locations in the Civic Center area for possible meeting sites. Commissioner Pappas inquired about meeting at the Youth Guidance Center. Commissioner Tapia wished it stated for the record that he would like to see the Commission move away from the Youth Guidance Center as a meeting place and hold meetings in different locations in the community in order to reach out to the community in order to make the meetings more accessible to the community. Deputy City Attorney Burk Delventhal advised the Commission that by law they must designate and adhere to a regular meeting place, day and time. Special meetings may take place at different locations, days and times. By general consent, the Commission agreed that Commissioner Mischak would continue to check into available sites in the Civic Center area and that until a permanent site is selected the Commission will meet in the Chapel at the Youth Guidance Center.

On motion by Commissioner Mischak, seconded and carried, the Commission set 5:30 p.m. as the time for the regular Commission meeting. On motion by Commissioner Mischak, seconded and carried, the Commission set the second and fourth Wednesdays as the days for the regular Commission meetings.

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Presentation by City Attorney: City Attorney Louise Renne wished the Commission well, indicated that her office would assist the Commission in whatever way it could and announced that Deputy City Attorney Lori Giorgi has been assigned as the Commission's attorney.

Deputy City Attorney Burk Delventhal presented each Commissioner with a packet of information on conflict of interest laws, the Brown Act and public records. He then gave a brief overview on this material to the Commission and answered Commissioners' questions. He advised the Commission to consult with the City Attorney if they have any questions or need clarification on the material presented.

Rules of Order: Commissioner Mischak distributed copies of the Health Commission's bylaws, which she had edited to reflect Juvenile Probation Commission where appropriate, as a starting point for the Commission toward establishing its own rules of order. On motion by Commissioner Mischak, seconded and carried, each Commissioner will review the document and submit written suggestions or comments to Commissioner Mischak for incorporation into an official draft document to be put on the agenda of the next Commission meeting.

Administrative Secretary: Sally Kipper advised that the Commission needs to determine as soon as possible the type of secretary and salary required in order to have a supplemental appropriation submitted to cover the remainder of this fiscal year and to get the position into the 1990-91 budget. Fred Jordan presented information on the various City and County commission secretaries and salaries. He will forward this material to each Commissioner. On motion by Commissioner Yamaguchi, seconded and carried, a sub-committee was established to develop a job description for the Commission secretary. By general consent, the Commission agreed that the sub-committee would consist of President Schiraldi as Chair and Commissioners Tapia and Yamaguchi. Commissioner Tapia stated that getting a secretary on board should be done as soon as possible but that great care should be taken to develop a comprehensive job description and subsequently select an appropriate individual. President Schiraldi requested and Fred Jordan agreed to provide clerical assistance to the Commission until a secretary is hired. Commissioner Mischak inquired of the City Attorney whether the resumes and interviewing of applicants would be a public process or done through executive session. Lori Giorgi will check and report back.

Approval of Chief Probation Officer: President Schiraldi presented a brief overview of Fred Jordan's background and announced that pursuant to the Charter amendment that the Commission appoints the Chief Probation Officer. On motion by Commissioner Loyce, seconded and carried, the Commission appointed Fred Jordan as Chief Probation Officer. Lori Giorgi advised the Commission that prior to taking the vote on this matter that the public was not offered an opportunity to comment. On motion by Commissioner Mischak, seconded and carried, the appointment of Fred Jordan as Chief Probation Officer was rescinded. On motion by Commissioner Mischak, seconded and carried, the Commission appointed Fred Jordan as Chief Probation Officer.

Commission Comment: Commissioner Mischak distributed pertinent excerpts from the California Task Force to Promote Self-Esteem and Personal and Social Responsibility to all Commissioners.

Commissioner Tapia asked how the public would present agenda items to the Commission and also inquired about responding to a letter presented to the Commission from the Real Alternatives Program (RAP). President Schiraldi indicated that for the present, items should be submitted in writing through Fred Jordan's office and that he has not had an opportunity to read the letter from RAP.

Public Comment: Wilbur Jiggets, Omega Boys Club, asked several questions to clarify earlier discussion on the Commission secretary position. He also commented that the Police Department plans to reorganize its Juvenile Division.

Ray Balberon, RAP, commented that we should put the past behind us and look toward the future. RAP is offering to assist the Commission in the planning process for needed changes and suggested the possibility of the Commission establishing a community sub-committee. Commissioner Tapia commented that dialogue is and has been taking place, that it is not necessary to start all over and that the Jefferson Report can be used as a guide. President Schiraldi assured that input would be sought from staff and the community.

Peter Bull, Coleman Advocates, asked what address to use for sending communications to the Commission. (Until further notice: Juvenile Probation Department, 375 Woodside Avenue, San Francisco, CA, 94127, Attention: Juvenile Probation Commission). Mr. Bull then presented and read a letter which lists items that Coleman would like placed on the Commission's agenda for early action.

Adjournment: On motion by Commissioner Mischak, seconded and carried, the meeting adjourned at 7:15 p.m.

Madeleine Licavoli

Madeleine Licavoli
Recording Secretary

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3/28/90

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF REGULAR MEETING

Date: Wednesday, March 28, 1990

Time: 5:30 p.m.

Place: Chapel
Youth Guidance Center
375 Woodside Avenue

AGENDA

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I. Roll Call

II. Review of Minutes
Action: Adoption of Minutes

III. Drawing of Lots for Commission Terms

IV. Job Description for Commission Executive Secretary
Action: Approval of Job Description

V. Presentation by National Council on Crime and Delinquency of Population Estimates for Proposed Bond Legislation
Discussion

VI. Formation of Personnel Committee
Action: Appointment of Committee Chair and Members

VII. Formation of Finance Committee
Action: Appointment of Committee Chair and Members

VIII. Discussion and Approval of Rules of Order
Action: Approval of Rules of Order

IX. Commission Meeting Site
Action: Determination and Approval of Meeting Site

X. Other Business

XI. Public Comment

XII. Adjournment

JUVENILE PROBATION COMMISSION

March 28, 1990

The Minutes of this meeting are missing.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF REGULAR MEETING

Date: Wednesday, April 11, 1990

Time: 5:30 p.m.

Place: Chapel
Youth Guidance Center
375 Woodside Avenue

AGENDA

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I. Roll Call

II. Review of Minutes
Action: Adoption of Minutes

III. Adjourn to Executive Session

EXECUTIVE SESSION (Closed to the Public)
Discussion: Youth Law Center Litigation

IV. Reconvene Public Meeting
Report on Executive Session

V. Finance Committee Reorganization
Action: Discussion and Selection of Chair

VI. Personnel Committee
Progress Report on Executive Secretary Position

VII. Presentation by National Council on Crime and Delinquency of
Population Estimates for Proposed Bond Legislation
Discussion

VIII. Serious Habitual Offender Program (SHOP)
Presentation by Probation Officers' Association, Real Alternatives
Program and Coleman Advocates
Action: Vote on Approval

IX. Chief Probation Officer's Report

X. Other Business

XI. Public Comment

XII. Adjournment

JUVENILE PROBATION COMMISSION

April 11, 1990

The Minutes of this meeting are missing.

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JUVENILE PROBATION COMMISSION
375 Woodside Avenue
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NOTICE OF REGULAR MEETING

Date: Wednesday, April 25, 1990

Time: 5:30 p.m.

Place: Department of Public Health
101 Grove Street - Room 300

AGENDA

I. Roll Call

II. Review of Minutes
Action: Adoption of Minutes

III. Estimates for Bond Issue Presentation
Action: Vote on Approval

IV. Juvenile Probation Department Budget
Action: Vote on Approval

V. Personnel Committee Report

VI. Chief Probation Officer Report

VII. Other Business

VIII. Public Comment

IX. Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

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MINUTES OF THE APRIL 25, 1990 REGULAR MEETING

The regular meeting of the Juvenile Probation Commission was held on Wednesday, April 25, 1990, in Room 300 of the Department of Public Health, 101 Grove Street, San Francisco.

Commissioners Present: Gloria R. Davis (Vice President), James Loyce, Jr., Stephanie Mischak, Michael Pappas, Vincent Schiraldi (President), Art Tapia, Michael Yamaguchi.

Others Present: Chief Probation Officer Fred E. Jordan, Jr., other departmental staff and interested citizens.

Call to Order: Commissioner Schiraldi called the meeting to order at 5:45 p.m.

Roll Call: Roll was called and all Commissioners were present.

Approval of Minutes: On motion by Commissioner Schiraldi, seconded and carried, the Commission approved the minutes of the April 11, 1990 regular meeting as distributed.

Estimates for Bond Issue Presentation: Discussion of this matter was continued from the regular Commission meeting of April 11, 1990. Commissioner Schiraldi pointed out that in order to meet the deadline for placing a bond issue on the November 1990 ballot, the Commission would be required to make a decision at this meeting regarding the estimated number of beds for a new facility so that a dollar figure could be projected for the bond issue.

Commissioner Schiraldi moved and it was seconded:

> Resolved, for the purposes of planning, the Juvenile Probation Commission endorses a bond issue sufficient to purchase or construct up to 60 detention beds, 20 of which will be sufficiently secure to house maximum security wards and 40 of which will be sufficiently secure to house medium security wards. Under no circumstances should these units exceed 20 beds in size. Additionally, these units should not be located within the same site. The actual number of beds shall be decided by future action of the Commission.
>
> Be it further resolved that the wording of the bond issue include only the amount of money sufficient to build or purchase up to 60 detention beds and not the 60 bed figure so as to allow for future study and discussion of the exact facility size.

Commissioners' Comments:

Commissioner Yamaguchi: Objected to proposal, particularly the specification of the number and type of beds at this time. Pointed out the importance of considering the youth population not only of today but 20-30 years from now.

Commissioner Davis: The consultant's report made a recommendation on the number of beds. It appears appropriate to accept, modify or reject that recommendation. This motion seems to be a counter proposal.

Commissioner Mischak: Concerned that dollar figure should be determined by total square footage for a new facility and not based on the number of beds only. Questioned the feasibility of decentralization and the resultant increase in transporting youth as well as the effect on staff's ability to work on cases in a reasonable fashion. Pointed out the problem with locating new facilities anywhere in the city due to NIMBY (not in my back yard) attitude.

Commissioner Tapia: In favor of the proposal and the limitations imposed. Concerned with reducing the number of detentions, keeping options open and utilizing community agencies.

Commissioner Loyce: Notion of small number of beds makes sense, but proposal is too restrictive. Need to reduce the population in Juvenile Hall. Philosophical, program and policy issues need to be developed to transition from 138 beds to whatever number of beds. Strategy needs to include community in addressing the problems of youth.

Commissioner Pappas: Concerned with presentation of this proposal without more advance notice. Questioned the change from a central facility to several smaller units in various locations.

Commissioner Schiraldi: Proposal is a modification of the Jefferson recommendation. Suggested it might be easier to build three 20-unit facilities rather than one 60-unit facility. Stated that even though it may present difficulties with residents in proposed neighborhoods, it could be done and that putting 60 youth in one location is building a juvenile prison.

James Jefferson, The Jefferson Company: The planning effort underway is strictly for the purpose of establishing a dollar figure that would be placed before the voters in November. The unknown equation in the project cost comes down to the number of rooms and the nature of those rooms. When this number is determined, a dollar cost can be projected for the bond issue including the financing cost associated with the bond. Once the dollar figure is determined and the bond passes, the cost for construction may not exceed that dollar figure.

Phil Kern, The Jefferson Company: Clarified the cost of the project, cautioning that the figures are estimates only. Total construction cost for a new facility is approximately $30 million, of which $4.1 million is for detention facilities based on 72-bed size. Two other aspects in bond measure: 1) re-use of existing site and 2) finding a new site. Approximately $20 million for possible acquisition of new site and $8-10 million for the demolition of the existing site. Total bond would then be $50 million for a new site; $40 million for re-use of existing site.

David Steinhart, National Council on Crime and Delinquency (NCCD): Detention facility cost is approximately $4 million for $40 or 50 million facility. As you add or subtract beds, you are moving around in range of $4 million. Would not have to lock into a number at this point. Can approve a resolution now which would allow you to specify exact number of beds at a later date. Impact on total cost of this project at later time will be percentage of $4 million, not a percentage of total amount.

Public Comment:

Margaret Brodkin, Coleman Advocates: Urged Commission not to postpone making a decision on the number of beds. Maximum number of beds should be 60. Supports decentralization. Concerned that only $4 million out of total cost of facility is devoted to where youth will be detained.

Peter Bull, Coleman Advocates: Cited San Francisco's high detention rate. Should be maximum of 60 beds, no more than 20 designated as maximum security. Urged Commission to make decision tonight.

Rich Perino, Senior Probation Officer: There isn't enough room in Juvenile Hall now with 137 beds; 72-bed capacity would not be sufficient. There are times when youth need to be detained to slow them down, to get their attention, to turn them around, to keep them from ending up in San Quentin.

Mitchell Salazar, Real Alternatives Program: Supports position of the less beds, the better. Commission needs to make its decision now. Wants Commission to address issues of the communities of the youth involved in the juvenile justice system.

Michael Munson, Shop Steward/Local 790: Visited juvenile halls in the surrounding counties. San Francisco needs to change, focus more on programming. A lot of change is needed and needed now. Counselors and probation officers should be assigned out in the community to work with youth. Regardless of the number of beds in Juvenile Hall, it's programming that's important.

Newton Lam, Mayor's Office: The Mayor's Office supports NCCD recommendation and going forth with the bond issue. A new facility is needed and the detention population needs to be reduced.

Newton Lam, individual: Discussion has gone on for years; it's time to make a decision. Any delay will be at the expense of youth. Wants to see bond measure go forward.

Janet Shalwitz (Public Health, but not representing the department): Supports NCCD report. Notion of decentralization is attractive but poses logistical problems and is not efficient use of staff and time. New facility should be a diagnostic and assessment center so can appropriately serve the needs of youth, their families and community.

Terry Twing, Probation Officers' Association (POA): Facility needs to be as flexible as possible to serve the needs of the City and County of San Francisco. NCCD report does not reflect true population of youth; no consideration given to homeless youth, undocumented youth, school dropouts, private school population, out of county youth. When current facility was built in 1950, the hippie phenomenon and the crack cocaine phenomenon were not foreseen. Believes next phenomenon will be severe violence, youth using weapons to injure and kill people. These youth need to be locked up.

Darrell Jeffers, Dropout Prevention Program/Unified School District: Concerned with desire to reduce the size of Juvenile Hall. Some youth need to be detained in Juvenile Hall. Many of those released into the community have demonstrated that they cannot be successful in the community.

Wilbur Jiggets, Omega Boys Club: Problem is that focus is on the facility and not the programming. Too many youth are locked up and Juvenile Hall is not serving their needs. A change in the attitude of some of the staff in Juvenile Hall is needed.

Ric Hyland: There are youth who need to be locked up, but do not need as many beds as currently have. If you have beds, you will fill them; this is true around the country. Hopes Commission is committed to implementing essential elements of the Jefferson report. Encouraged Commission to go for 60 beds. Need to stress programming.

Ray Balberon: Wants community based programs. There are 8,000 youth in the community on probation for same crimes as those youth who are locked up in Juvenile Hall. There needs to be a partnership with community agencies who are working with youth and keeping them out of the system. May not want to support bond issue for a facility that may endorse child abuse and racism.

Bruce Fisher, Youth Advocates: Excellent report by NCCD. If most of the money will go toward the non-detention aspect of a new facility, it would be better to reduce the population and renovate the existing building. Money saved could be used for alternative programs in the community. Counseling and home-based services are much less expensive than housing youth in the community.

Fred Jordan, Chief Probation Officer: Can manage any number of beds, but there should be no more than 72. The capacity of Juvenile Hall should be decreased and the use of community agencies increased. There should be no more than 20 maximum beds in a campus situation with a behavior management program that allows youth as much freedom as possible. Agreed with speakers that many problems in Juvenile Hall have to do with how it is administered and operated, the training given to staff, attitudes and conditions of confinement.

The motion was put to a roll call vote--Ayes: 2; Noes: 5. The motion failed.

On motion by Commissioner Yamaguchi, seconded and carried: Resolved that the Commission approves the presentation of a capital bond issue to the voters for November 1990 and commends to the Capital Improvement Advisory Committee and other appropriate departments and agencies the report prepared by The Jefferson Company, noting that the number 72 referring to "beds" should not in any way refer to a specific number or configuration of beds in a specific facility.

Juvenile Probation Department Budget: Commissioner Tapia reported on the Finance Committee meeting held on April 18.

Chief Jordan presented the department's new issues budget totaling $2.2 million. The basis of the budget request is the juvenile justice plan endorsed by the Board of Supervisors and approved by the Mayor in 1988.

Chief Jordan outlined the four areas of the budget request: 1) Continuation of Community-Based Programs, 2) Improvement of Conditions of Confinement, 3) Improvement of the Human Infrastructure and 4) Capital Improvement Projects.

Expansion of community-based programming represents $700,000 and includes development of a neighborhood intake center, expansion of the home detention program, establishment of an intensive in-home family services program, participation in the Robert Wood Johnson grant program, increased services by Youth Advocates and establishment of a position of Community Program Director. These programs are in addition to $1 million for existing programs with Omega Boys Club, Bayview Hunters Point Foundation and the San Francisco Boys Home.

Chief Jordan clarified the Finance Committee's concern about $300,000 for the intensive in-home family services program. This is not new budget item. Currently, one 20-bed cottage is closed in order to do asbestos abatement and installation of emergency lights. This work will continue through 1990. Chief Jordan is confident that staff can keep population down with special efforts. The $300,000 represents money that was placed in the budget for ten positions to open the closed cottage. It is Chief Jordan's intention to keep that cottage closed and utilize the funds for the intensive in-home family services program.

Improvement of conditions of confinement represents $200,000 for six additional staff (food service and counseling) in order to fulfill the department's obligation to provide a humane and homelike setting for youth in its care and to meet all legal, local, state and federal requirements and nationally established standards. These positions were lost in the budget cut two years ago.

Improvement of the human infrastructure represents $1.6 million and focuses on additional personnel required to operate and maintain a professional organization. Lack of adequate numbers of craft personnel and janitorial staff has resulted in deterioration of the facility and an unclean building. Budget cuts in clerical staff over the years have handicapped the department's ability to process paperwork, serve the public and respond to requests for information in a professional and timely manner. Buildings and grounds patrol officers are being added to address security issues. Also included are training, travel, materials and supplies, equipment, professionals services and the information systems special budget.

Capital Improvement Projects represents $1 million and addresses needs for a safe and healthy environment for all facilities. These projects have been submitted to the Capital Improvement Advisory Committee, which controls the budget and prioritizes the requests citywide. This is a separate budget from the department's budget.

Chief Jordan responded to Commissioners' questions about specific items in the budget request.

In terms of deadlines, departmental budgets were due in the Mayor's Office by February 16. Juvenile Probation was given an extension, but the Mayor must submit the budget to the Board of Supervisors by June 1, 1990.

On motion by Commissioner Mischak and seconded, the Commission approved the budget as presented and the forwarding of the budget to the Mayor with a letter indicating the intention of the Commission to submit supplemental appropriations for community-based programs developed during the fiscal year.

Commissioners' Comments:

Commissioner Schirald! expressed his concern for staffing up a facility where the plan is to reduce its population. He would like to see a 50-50 split of the budget--half for the department and half for alternative programs in the community.

Commissioner Davis commented on the deplorable condition of the facility. She is not willing to ignore the need to do something about the facility at the expense of the youth housed there and the staff. Proposition 13 was a terrible mistake and we now must live with the effects of it.

Commissioner Tapia expressed his opposition to the budget request, especially the build up of staff. He sees the institution being based in the community, not the community providing the services.

Commissioner Loyce questioned the impact on the number of youth in the institution. He doesn't see the numbers of youth associated with budget items, just staff. He is interested in how it projects out over the year toward reducing the population; otherwise, it appears there are no community-based programs.

Commissioner Pappas called on the Commission to give its strongest support to the Chief Jordan and his budget request.

Commissioner Mischak pointed out that the department has been very conservative over the years in its budget requests. She also pointed out that in addition to budget cuts two years ago, many cuts occurred following the passage of Proposition 13 in 1978.

Public Comment:

Peter Bull: Indicated he misunderstood some of the budget items so that there are errors in the document submitted to the Commission at this meeting. (Commissioner Loyce requested that he submit a corrected copy.) Would like to see a larger amount of the budget go toward deinstitutionalization and save some money by closing units in Juvenile Hall.

Terry Twing: First opportunity to see budget was last week; budget does not address all of the issues for probation and clerical staff. Only five senior probation officers requested and they are for specialized work. Only one probation officer requested for record room but none for intake, supervision and placement units where the need is the greatest. Steno pool is down to three transcribers for 65 probation officers.

Michael Munson: Not enough attention is given to counselors who work in Juvenile Hall. Concerned about ten positions; don't want to lose any positions. Need to determine the role of the counselors in overall picture. The building is in horrendous condition and in dire need of maintenance. Concern is with the youth in our care.

Michael Shaw, taxpayer: Opposed to the proposed budget. Facility is deplorable and would like to see it closed down. Need to work with programs in the community; Youth Guidance Center is not serving the needs of the youth and is, in fact, a disservice to youth.

Ric Hyland: Referred to proposal he submitted to Commission relative to reorganization and budget. Concerned that Chief Jordan's budget attempts to "graft" a little bit of community program on to an otherwise "diseased tree." Stated his proposal equitably addresses the concerns of the POA and the community. Asked the Commission to exam his proposal and draw its own conclusions on what can be done.

Rich Perino: In terms of probation staff the budget proposal is inadequate. Current staffing level is 65 probation officers, 15 of which are doing specialized jobs while the remainder are handling the heavy load of intake, supervision and placement.

Wilbur Jiggets: After listening to comments, it appears that Chief Jordan is being crucified for doing what we asked him to do. Community side wants more community based programs; corrections side says they need help and working on their own time. Everyone should consider what the Chief is being asked to do with a budget that won't be sufficient for what he has to do.

The motion was put to a roll call vote--Ayes: 4; Noes: 3. The motion passed.

Personnel Committee: Commissioner Yamaguchi reported on the committee meeting held earlier today to discuss proposed exempt positions in the Juvenile Probation Department. Presentations were made by Chief Jordan, the Probation Officers' Association (POA) and Ric Hyland. The committee will meet on May 7 to consider the Chief Jordan's recommendations, the objection made by the POA and the proposal submitted by Ric Hyland and to make a final recommendation to the full Commission for approval at the May 9 meeting.

Other Business:

Rules of Order: Commissioner Schiraldi indicated a need to finalize the Rules of Order, especially with regard to the procedure for placing items on the agenda. This matter will be calendared for discussion at the May 9 meeting.

Ad Hoc Committee to Select a Commission Secretary: Commissioner Schiraldi announced the disbandment of this ad hoc committee and the transfer of responsibility to the Personnel Committee.

Earthquake Booklet: Commissioner Mischak announced the availability of this booklet to help children and families work on issues around earthquakes. Copies can be obtained from Commissioner Mischak or the Children's Services Division of Mental Health.

Meeting Site: On motion by Commissioner Pappas, seconded and carried, the Commission will hold its meetings at the Youth Guidance Center until the Commission Secretary has been hired.

Program Committee: Commissioner Tapia expressed a need for a committee to review the programs at the Youth Guidance Center so the Commission can be better informed. This matter will be calendared for discussion at the May 9 meeting.

Probation Officers' Association: Terry Twing brought to the Commission's attention a copy of the POA's April 18, 1990 letter to Chief Jordan requesting an opportunity to review the budget data pertaining to the contract between the Juvenile Probation Department and Youth Advocates and to meet and confer regarding the contracting out of status offender services. Each Commissioner received a copy of this letter.

Adjournment: On motion by Commissioner Loyce, seconded and carried, the meeting was adjourned at 10:20 p.m.

Madeleine Licavoli

Madeleine Licavoli
Recording Secretary

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF REGULAR MEETING

Date: Wednesday, May 9, 1990

Time: 5:30 p.m.

Place: Cafeteria
Youth Guidance Center
375 Woodside Avenue

AGENDA

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I. Roll Call

II. Review of Minutes
Action: Adoption of Minutes

III. Recommendation of Personnel Committee on Exempt Positions in Juvenile Probation Department
Action: Vote on Approval

IV. Rules of Order
Discussion

V. Proposal to Establish Program Review Committee
Discussion

VI. Chief Probation Officer Report

VII. Other Business

VIII. Public Comment

IX. Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

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MINUTES OF THE MAY 9, 1990 REGULAR MEETING

The regular meeting of the Juvenile Probation Commission was held on Wednesday, May 9, 1990 in the Cafeteria of the Youth Guidance Center at 375 Woodside Avenue, San Francisco.

Commissioners Present: James Loyce, Jr., Stephanie Mischak, Michael Pappas, Vincent Schiraldi (President), Michael Yamaguchi.

Others Present: Chief Probation Officer Fred E. Jordan, Jr., other departmental staff and interested citizens.

Call to Order: Commissioner called the meeting to order at 5:40 p.m.

Roll Call: Roll was called and all Commissioners were present with the exception of Commissioners Davis and Tapia who were excused.

Approval of Minutes: On motion by Commissioner Mischak, seconded and carried, the Commission approved the minutes of the April 25, 1990 regular meeting as distributed.

Recommendation of Personnel Committee On Exempt Positions: Commissioner Yamaguchi summarized the 3 hour personnel committee meeting held on Monday, May 7, 1990. He reported that the committee meeting was an open meeting with public comment. They considered the proposals of Chief Jordan, Mr. Hyland's proposal and the proposal of the Probation Officer's Association(POA) as to their objections of the Business Manager position to be exempt. The sub-committee recommended the adoption of the Chief Probation Officer's designation of the five exempt positions and requested that the CPO request the City Attorney's Office and the Civil Service Commission for an opinion as to the rights and liabilities of the incumbents.

At the request of Commissioner Yamaguchi, Chief Jordan gave a brief summary of the positions to be exempt; Director of Probation Services, Director of Juvenile Hall, Director of Log Cabin Ranch, Business Manager and the proposed position of Community Director. All incumbents will be in competition for the positions he/she currently holds. The incumbents have the option of going on involuntary leave with all rights preserved and health benefits for five years; persons in these positions may be laid off in which case, "near" list appointments can be explored. Civil Service Commission will be active in seeking new employment for these persons. There will be full and open recruitment for the exempt positions.

Commissioner Schiraldi asked for public comment before the Commission discussed the issue.

Peter Bull of Coleman Advocates spoke in favor of the CPO's proposal and urged the commission to adopt that proposal so that the Chief can get started and select his team and start working on the department.

Mr. Jiggetts of Omega Boys Club supports Chief's proposal and asked that the Commission give the Chief what he needs to do his job.

Mr. Clisham Attorney for the POA spoke on behalf of the POA concerning the rights of the incumbents - Business Manager, Director, LCRS, Director of Juvenile Hall. The Charter amendment appears to give authority to oust incumbents. He does not believe that the Charter gives that right. He recommended that the commission proceed cautiously and check with the Civil Service Commission for approval.

City Attorney agreed that the Commission should proceed with caution and quoted from the Charter, section 8.300, which talks about civil service positions and the rights of employees. However, sub section 9 states that provisions of the Charter can specifically exempt positions. The jobs in question were basically exempt by the passing of Prop L. City Attorney offered to look into it further if needed. At this point, CA feels Commission is acting properly.

Commissioner Pappas asked CA who would be the defendants in case of litigation. CA response was that it could be the City and County, the Chief Probation Officer and/or the Commission. It is really not known at this time.

Ric Hyland spoke against adopting CPO's proposal and said that reorganization was needed first. Feels that process will take 4 or 5 months and then another period of months to plan.

Commissioner Yamaguchi said he feels the Commission is properly exercising their obligation as the voters asked when passing Prop L. He recommended that the commission adopt proposal of the CPO's designated exempt positions subject to approval by the Board of Supervisors.

Commissioner Loyce commented that if we want to change the quality of children's lives there are a number of issues - reorganization, examining this department, creating policies and procedures that are needed to make changes - change requires risk--recommended that the Commission follow the committee's recommendation.

Commissioner Pappas asked Chief Jordan what role he envisions for the Juvenile Probation Commission related to the exempt positions.
The Chief responded that he sees his duties to be one of interviewing, and screening these positions and then coming back to the Commission for their approval.

Commissioner Mischak asked Chief Jordan what his time table would be. CPO responded that he would like to implement this plan all at once. Comm. Mischak also expressed her concern about near lists and the validity of civil service saying there are near lists when the positions in question are one only positions.

Commissioner Yamaguchi said that Commission is not taking jobs away--but declaring positions exempt. Other questions must be determined later on, and that this is simply the first step in the process which the Board of Supervisors has to approve.

On motion by Commissioner Schiraldi seconded, and carried, the commission adopted the five exempt positions as outlined and recommended by the Personnel Committee.

Rules of Order:
Commissioner Mischak distributed copies of a draft of Rules of Order. Anyone wishing to have a matter considered by the Commission at its regular meeting shall submit the item one calendar week before the next regularly scheduled meeting. (See "Rules of Order" for fuller description of this process).

The Commission currently has two standing committees, Personnel and Finance. The Chair will create a new committee, to be called the Operations Committee, which will consider all matters not heard by the Finance Committee or the Personnel Committee.

Commissioner Yamaguchi moved to adopt the Rules of Order as presented tonight. Commissioner Mischak seconded the motion, motion carried

The matter of the creation of an Operations Committee is to be calendared for the next meeting.

Proposed House Rule:
Commissioner Mischak proposed an addition to the house rule to add to No. 1 "The Chief or a representative of the department will have an opportunity to respond to the item." Commissioner Mischak moved to adopt the house rule as amended. It was seconded and carried.

Commissioner Mischak moved that Item V on Calendar, Proposal to Establish Program Review Committee be tabled. It was seconded and carried that Item V. on the Calendar be tabled.

Chief's Report:
Chief Jordan announced that his report would consist of a presentation by Bob Price, Supervisor of the LCR Vocational Program.

Bob Price gave an overview of the Vocational Program reporting that they have a staff of five. He, 3 Employment Training Specialists and a clerk. The Private Industry Council has provided two of the staff. Mr. Price said they receive about 80 referrals a year from the probation department. FOCUS literacy program will be 90 hours of instruction for the kids on computers. At LCRS there are 40 a year that go through the job preparedness program. Average salary of youth getting jobs - $6.50 an hour. Eight minors are in the automotive program which has an instructor from S.F. Community College. The Horticultural program has been started, a huge greenhouse is in place. The S.F. Conservation Corps will do the work and the Mayor's Office of Community Development will fund the capital improvements. Joint venture being worked on in this field.

Commissioner Mischak inquired about the wood shop program of the Unified School District wherein the youth make things that could sell. Mr. Price will pursue this.

Commissioner Pappas congratulated Mr. Price on the programs being conducted stating that this exemplifies the best of Probation Services.

Other Business:

Commissioner Yamaguchi: 42 applications for commission secretary - asked how to proceed. Commission agreed that he should continue - next meeting matter will be brought up as to how to do screening.

Commissioner Mischak: Robert Woods Johnson Grant Proposal; request that Ms. Uribe be invited to address the commission at the earliest possible date after we know funds have been received - calendar under other business some time in June.

Commissioner Mischak: Tom Rinaldo has been appointed Ombudsman for the Juvenile Justice Commission. She would like to invite him to give a presentation on the Ombudsman Program. He will be invited to appear at the next regular meeting.

Commissioner Mischak: include as an agenda item under house rules an item called "Roll Call" to introduce new items.

Commissioner Schiraldi: The Mayor's Office of Children, Youth & Their Families asked for a commissioner to serve on the Mayor's Interagency and Planning Council. Commissioner Schiraldi will serve as representative.

Commissioner Schiraldi: believes "Orientation Session" is in order to orient Commission on how Commissions work and how to facilitate their work. Also, how to find out about the department's work. Commissioner Davis will set up such a procedure.

Commissioner Mischak: Commended Judith Hogan on her presentation before the Juvenile Justice Commission.

Peter Bull: congratulated Bob Price on his presentation of the vocational program. Mr. Bull then requested to add to the Agenda whether exempt positions shall continue to have Civil Service status--decision made to hold until City Attorney say ready for Agenda.

Terry Twing: request that item be on Agenda re explanation of how Tidelands money is being spent and whether it is spent on capital improvements. The Commission decided that the CPO would include this item in his orientation to the commission.

Ric Hyland: Asked for three policies to be calendared - Mr. Loyce responded that orientation session should come first. Commissioners Schiraldi and Pappas agreed.

Commissioner Mischak: Re orientation, each commissioner should arrange with Joe Berkowitz to go down to see LCRS. Also, all Commissioners should visit Juvenile Hall.

Rich Perino: Suggested during Commissioners orientation they consider asking Inspector Roth of the SFPD concerning gang activities and crack.

Ric Hyland: objected to action taken on his motion.

Correspondence:

Letter from Supervisors Walker and Alioto re a YOUTH SPEAKOUT which will be held on Thursday, May 24, 1990 from 4:00 - 6:30 pm. This is in collaboration with Coleman Advocates and the Delinquency Prevention Commission and will be held in the Edmund G. Brown State Building Auditorium, 505 Van Ness at McAllister.

Letter from Peter Jamero, Executive Director of the Human Rights Commission concerning the City of Refuge Ordinance No. 375-89 (Immigration). Commissioner Schiraldi would like to discuss this with the Chief and have a briefing on this subject-next agenda.

Adjournment: On motion by Commissioner Mischak the meeting was adjourned at 8:10 p.m.

Jean Lau
Recording Secretary

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF REGULAR MEETING

Date: Wednesday, May 23, 1990

Time: 5:30 p.m.

Place: Cafeteria
Youth Guidance Center
375 Woodside Avenue

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AGENDA

I. Roll Call

II. Review of Minutes
Action: Adoption of Minutes

III. Proposal to Establish an Operations Committee

IV. Personnel Committee Report

V. CPO Report
Briefing on City of Refuge Ordinance

VI. Other Business

VII. Public Comment

VIII. Roll Call to Introduce New Items

IX. Adjournment

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

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MINUTES OF THE MAY 23, 1990 REGULAR MEETING

The regular meeting of the Juvenile Probation Commission was held on Wednesday, May 23, 1990, in the Cafeteria of the Youth Guidance Center, 375 Woodside Avenue, San Francisco.

Commissioners Present: Gloria R. Davis (Vice President), James Loyce, Jr., Stephanie Mischak, Michael Pappas, Vincent Schiraldi (President), Art Tapia, Michael Yamaguchi.

Others Present: Chief Probation Officer Fred E. Jordan, Jr., other departmental staff and interested citizens.

Call to Order: Commissioner Davis called the meeting to order at 5:40 p.m.

Roll Call: Roll was called and all Commissioners were present.

Approval of Minutes: Terry Twing, Probation Officers' Association, stated that the wording of paragraph 3, page 5, of the minutes of the May 9, 1990 meeting is not an accurate reflection of what he said. He would like the minutes amended to read: He asked that a public presentation be made about the Tidelands monies being spent on the programs and capital improvements and if any money being spent on capital improvements is coming out of other funds from the Juvenile Court. On motion by Commissioner Mischak, seconded and carried, the Commission approved the minutes of the May 9, 1990 meeting as amended.

Proposal to Establish an Operations Committee: At its meeting of May 9, 1990, the Commission discussed the importance of having an orderly process for submitting items to the Commission for consideration. Commissioner Mischak proposed the creation of an operations committee to which the President could refer any new item presented for consideration which does not relate to the Finance or Personnel Committees before it would be considered by the full Commission.

Discussion of the item raised many concerns: that the name and the function of the committee are confusing and unclear; that the committee would be or could be perceived as a barrier for public input to the full Commission; that the Commission would become a commission of committees; that items would require two meetings--first before a committee and then before the full Commission.

On motion by Commissioner Mischak, seconded and carried, the proposal to establish an operations committee was tabled.

Personnel Committee Report: Commissioner Yamaguchi reported that the Board of Supervisors approved and forwarded the appropriation for the executive secretary position. He stated that 95 applications for the secretary position had been received. He provided each Commissioner with a copy of each application and requested that they review the applications and submit the names of three to five individuals to him by May 29. The Personnel Committee will interview those applicants and choose five to ten individuals for the Commission to interview in executive session. Letters will be sent to applicants who are not selected for the position.

Commissioner Mischak recommended that Commissioners check the applicants' knowledge, abilities, skills and experience against the job description to ensure that the individuals selected for interview meet the minimum qualifications. Also, an effort should be made to have the pool of applicants under consideration adequately reflect the ethnic balance of the City and County of San Francisco.

On motion by Commissioner Tapia, seconded and carried, the Commission accepted the Personnel Committee's report.

Chief Probation Officer's Report:

City of Refuge Ordinance: (Commissioner Yamaguchi asked to be excused from any discussion or voting on this issue due to a conflict of interest in his capacity with the Department of Justice.)

Chief Probation Officer Fred Jordan provided background on the ordinance and what the department has done to comply with the provisions of the ordinance.

Judy Hogan, Director of Probation Services, spoke about the impact of the ordinance on the department. In the past, the department did not refer undocumented youth to the Immigration and Naturalization Service (INS) if they had family here and their charges were not of a major nature. If youth did not have family here and wished to voluntarily return to their countries, INS was utilized for the returns; the department now pays the airfare for voluntary returns. If the court sustains a charge on a youth and orders that the youth be turned over to INS, the department must comply with the court order. This generally occurs in sustained heavy felony cases only and if there is no family here. If the court commits youth to out-of-home placement, the cost of maintaining the youth comes out of the department's budget because undocumented youth are not eligible for state or federal funds. The department refers undocumented youth whose charges are such they will not be going through the formal process to appropriate community agencies.

Commissioner Tapia commended Chief Jordan and Ms. Hogan for the department's alacrity in implementing the ordinance.

Substance Abuse Program: Chief Jordan stated that the drug treatment, education and aftercare program of the department is not adequate. Donald Sanders, the director of the substance abuse program for the department, and his staff are doing a great job, but the program does not constitute a comprehensive program. The department's statistics show that 20% of referrals are youth who sell drugs and use drugs. Related offenses and behaviors indicate that at least 85% of youth coming here have something to do with drugs. Technical assistance monies are available and Donald Sanders has been asked to take the lead in getting this type of assistance. A consultant would talk to appropriate staff and then shape and frame a program that would meet the needs of our youth.

Donald Sanders stated that he was hired in 1986 to develop and operate the substance abuse program. Subsequently, a grant from the Office of Substance Abuse (OSAP) funded two counselors and three peer counselors. The work being done has been outstanding--the recidivism rate is down and drug testing shows that youth have reduced drug usage. Of 57 youth who left Log Cabin Ranch, four returned to the system for drug offenses and six returned for other offenses. The grant will not be renewed at the end of June and the five positions will be defunded. The program is working and he is proud of its accomplishments. He urged whatever support the Commission could provide.

Commissioner Davis recommended that Chief Jordan investigate funding sources for the program and ensure its continuation and that Commissioners also provide any information they may be aware of regarding possible funding sources.

Commissioner Loyce stated that he was involved in the development of the OSAP grant and if the Commission desires he will work in his capacity as a Department of Public Health employee with Mr. Sanders around the issues of funding. Commissioner Pappas expressed his support of Commissioner Loyce's offer of assistance.

Chief Jordan expressed his surprise at Mr. Sander's request for funding and indicated that he had planned to commit funds to enhance and develop the program beyond substance abuse counseling. The program would address Probation Services in terms of prevention and education; Log Cabin Ranch in terms of treatment, education and aftercare; and Juvenile Hall in terms of evaluation.

Commissioner Mischak stated that it is within the purview of the Chief to review such programs and that he can work with the Commission, the public and community organizations to determine whether to seek additional funds to keep programs going. Also, through the Department of Public Health, the Chief will be receiving notices of all grants from the state and federal governments that would be appropriate to the department.

Commissioner Yamaguchi stated that he would like more information about the program and how it works.

Chief Jordan stated that Mr. Sander's program is very good, but it is basically a peer counseling program and there needs to be more. There needs to be an initial evaluation when youth first come to Juvenile Hall; a component must be in place to ensure that youth will be comfortable enough to ask for help; a component must be in place to recognize youth who are in need of help; assistance must be provided to youth on probation whether they are at risk of using drugs or are hard drug users; known drug users at Log Cabin need medical treatment and referral to follow-up aftercare programs. Mr. Sander's program is good but it needs to be bolstered.

Commissioner Pappas indicated his desire to encourage anything good the department is doing. He also expressed his concern about losing good programs by bolstering other programs and switching funding around. Commissioner Davis stated that it was her understanding that the Chief is interested in retaining the present program but wants to make it more comprehensive.

Commissioner Schiraldi expressed his concern about the jeopardy of losing funding for the program. He is also concerned about individuals urging the Commission to fund their programs and the Commission funding programs in a piecemeal manner. Funding decisions need to be done within the context of the whole department.

Commissioner Tapia stated that the Commission needs to impress on Wayne Clark, with whom the responsibility for these funds rests, the dire necessity of continuing the program considering the drug problems of the youth at YGC.

Commissioner Loyce stated that the Department of Public Health is in the process of negotiating with the federal government to continue the program for another year or two. He is willing to work with the Chief and Mr. Sanders around revenue sources for the continuation of the program.

All Commissioners expressed their support for Commissioner Loyce's assistance with this matter.

Budget: Commissioner Mischak inquired about the current status of the budget in light of the citywide budget shortfall. Chief Jordan responded that the Mayor has informed all departments that the city budget will be submitted June 1 and has asked department heads not to discuss the budget until after it has been submitted.

Allegations of Child Abuse in Juvenile Hall: Commissioner Schiraldi indicated that he had received numerous phone calls this past week regarding an alleged incident in Juvenile Hall. He is concerned about what the Commission should do when it hears about abuse of youth in Juvenile Hall and what the department's procedure is for handling any such reports it receives.

Chief Jordan stated that any time there is use of force on a youth, a report is submitted to him by the Director of Juvenile Hall. The Chief reviews the report, requests follow-up reports if necessary and then makes a determination whether the matter was handled properly. In the case of inappropriate use of force or negligence, the Chief asks that corrective action be taken.

Commissioner Pappas stated that on Sunday evening he received a call from someone who said he had a serious charge against someone who works in Juvenile Hall. Commissioner Pappas asked if it was something the public should know about, and when the person indicated it was, Commissioner Pappas instructed him to bring the matter to the attention of the Commission at its next meeting.

Commissioner Loyce expressed his concern about such calls. The Commission needs to talk about what it has to do with policy implications and how the Commission can change policy so events do not recur. If the matter cannot be discussed in a public meeting, the Commission should not be talking about it.

Commissioner Davis agreed with Commissioner Loyce's comment. If there is a problem concerning staff, it is inappropriate to discuss it in a public meeting. Any phone calls or information of this nature should be referred to the Chief.

Chief Jordan indicated that it is imappropriate to direct someone to come to a Commission meeting and talk about improper staff behavior. Individuals should be referred to the direct supervisor of the staff person in question, and if there is a problem with that, the matter can be referred through the chain of command. Chief Jordan expressed concern about people who are not willing to put their name behind some wrongdoing.

Commissioner Pappas stated that he had asked the person who called him whether he had notified the Chief and the person was evasive.

Commissioner Tapia stated that he believes Commissioners should listen to anyone who calls and then make a judgment on whether to discount the information and what to do about it. Commissioners have a responsibility for what goes on at YGC. He would hate to discourage someone who does not feel he has access to the Chief or the Commission President and not report something that he believes has occurred. If he received such a phone call, Commissioner Tapia indicated that he would refer it to the Chief.

Commissioner Mischak stated that there are at least four mechanisms available for people who wish to report a situation they feel should be investigated: 1) chain of command, up to and including the Chief; 2) Juvenile Justice Commission, the investigative body that inquires into the administration of justice; 3) Ombudsman, who has just been hired to work on issues raised by staff and youth; 4) grievance procedure monitored by grievance officer in Juvenile Hall and at Log Cabin Ranch.

Other Business:

Commissioner Mischak inquired about the request made at the last Commission meeting to have the newly hired Ombudsman, Tom Rinaldo, make a presentation at today's meeting. Commissioner Schiraldi stated that Mr. Rinaldo was not officially on board yet and that he would be asked to make a presentation at a future meeting.

Commissioner Yamaguchi referred to Item III on the agenda and asked how the Commission was going to handle agenda items. After brief discussion among the Commissioners, it was decided that Commissioners Schiraldi and Davis would work on developing a procedure and bring back recommendations to the Commission.

Public Comment:

Rich Perino, Senior Probation Officer, alerted the Commission to the implications of the City of Refuge Ordinance. In the past, INS procedures for deportation had been a deterrent to illegal activities by undocumented youth. Without INS involvement, it is likely that more youth will be delivered to YGC. This was not taken into consideration when determining the number of beds for a new facility.

Ric Hyland, is mystified, disappointed and angry that the Commission believes that there are mechanisms in place to deal with child abuse and racism at YGC. The Juvenile Probation Commission was created because the systems in place were not working nor acceptable. The Commission was created to be accountable. He urged the Commission to be the mechanism, to listen to individuals and to go to the Chief and ask him to investigate and report back.

Deputy City Attorney Lori Giorgi advised the Commission that if in their professional capacity they have a mandatory duty to report child abuse to law enforcement, they are obligated to do so. As Commissioners, they are not mandated reporters but always have the discretion of reporting abuse to law enforcement. Out of respect and professional courtesy to the Chief, they should inform him of any such reports they receive.

Roll Call - Introduction of New Items:

Commissioner Mischak: The City and County is a recipient of the Robert Wood Johnson grant. She requested that Joanna Uribe of the Department of Public Health make a presentation to the Commission on the scope of the grant.

The bond issue, in the amount of $76.9 million for a new facility was introduced at the Board of Supervisors (File No. 179-90-7).

KRON-TV has issued a press release seeking nominations for its program, For Those Who Care, which honors Bay Area volunteers. She encouraged nominations of qualified individuals.

She requested that Tom Rinaldo be invited to make a presentation to the Commission on what he will be doing as Ombudsman.

She commented that Ric Hyland has presented a great deal of material to the Commission. She would like him to prioritize those matters so the Commission can consider them in a reasonable order and fashion. Mr. Hyland said he would welcome an invitation to sit down with the Chief and focus on those items of interest to the Chief. Commissioner Mischak offered to get together with Mr. Hyland and go over the items he has submitted.

Adjournment: On motion by Commissioner Schiraldi, seconded and carried, the meeting was adjourned at 8 p.m.

Madeleine Licavoli

Madeleine Licavoli
Recording Secretary

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF REGULAR MEETING

Date: Wednesday, June 13, 1990

Time: 5:30 p.m.

Place: Cafeteria, Youth Guidance Center
375 Woodside Avenue

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AGENDA

I. Roll Call

II. Review of Minutes
Action: Adoption of Minutes

III. Robert Woods Johnson Foundation Grant Presentation
Discussion
JoAnna Uribe

IV. Determination of Continuance of Persons Occupying
Civil Service Exempt Positions
Action: Vote on Approval

V. Rules of Order - Scheduling of Agenda Items
Action: Adoption of Rule

VI. Mission and Goals Statement
Discussion

VII. CPO Report
Continuing Orientation
Presentation on Budget Revisions

VIII. Other Business

IX. Public Comment

X. Roll Call to Introduce New Items

XI. Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

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MINUTES OF THE JUNE 13, 1990 REGULAR MEETING

The regular meeting of the Juvenile Probation Commission was held on Wednesday, June 13, 1990 in the Cafeteria of the Youth Guidance Center at 375 Woodside Avenue, San Francisco.

Commissioners Present: Gloria Davis (Vice President), James Loyce, Jr., Michael Pappas, Vincent Schiraldi (President), Michael Yamaguchi.

Others Present: Chief Probation Officer Fred E. Jordan, Jr., other departmental staff and interested citizens.

Call to Order: Commissioner Schiraldi called the meeting to order at 5:35 p.m.

Roll Call: Roll was called and all Commissioners were present with the exception of Commissioners Mischak and Tapia who were excused.

Approval of Minutes: On motion by Commissioner Davis, seconded and carried, the Commission approved the minutes of the May 23, 1990 regular meeting as distributed.

CPO Report:
Continuing orientation for the Commissioners, Chief Jordan presented each Commissioner with a folder containing material explaining Probation Services, Juvenile Hall and Log Cabin Ranch. The folder also contained a statement from the Chief concerning the Department's goals, performance goals by division and a proposal called "Family Evaluation & Center Assessment Process."

The Chief said what he preferred to do was not give statistics, such as how many people work here, how many minors are here or how many referrals we receive. But rather, he would like to give his vision of how the department should move ahead and share with the Commission the kinds of things that we are doing. He wants emphasis placed on staff development, evaluation of staff and to set high standards. We have some initiatives:

1. The Chief would like to see "Youth Guidance Center" wiped off the front of the building and in its place put "Family Evaluation and Service Center." In accordance with that he met with Ms. Gwen Brown of the Kaiser Family Foundation and presented a proposal for the Family Evaluation & Service Center Assessment Process. She was very receptive to this proposal in terms of funding. What this proposal does is to bring all disciplines together, (school, probation, health,) assessment of family. Kaiser offered to put up $55,000. We would need a letter of endorsement from the Commission. The first step will be to get the multi-disciplinary team together.

2. The Community Services Director would be responsible for a master plan for Community based programs.

3. Log Cabin Ranch Vocational Program is going forward with the free venture project. Bob Price has gone to Sonoma County to look into their program they as have been using this type of project for some years.

4. Programs in Detention - Steve Norris will be in Juvenile Hall on June 18, 1990 for 4 days to see what we do. He will evaluate the counselors as to their skills. Some of our people have talents and skills e.g., singing, crafts, that they could be teaching the youth. Dr. Mendez from Washington, D.C. was instrumental in getting 2 professors from San Francisco State. They will arrive on 6/25/90. They will engage 15 youth in class for 1½ hours 5 days a week, after school. This will be on a volunteer basis.

5. Improvement in the of quality of residential care. Training is currently in session regarding policies and procedures. The Chief also feels we need a manual.

To summarize, the Chief stated that we need to do our business differently, we need to bring about change, we need to involve our staff in order to do that, we need to set high standards, we need to set up initiatives and stick with them, to give people a chance to express themselves, all of that should evolve into a better operation.

Commissioner Davis commended Chief Jordan for a very creative report.

Commissioner Shiraldi also complimented the Chief for an excellent presentation.

CPO Report on the Budget:
Chief Jordan discussed budget revisions - Staffing for an Intake Center was cut. For the Robert Wood Johnson Foundation participation we asked for one Senior Probation Officer and it was cut to a line probation officer. We had requested a Senior Probation Officer for expansion of the Home Detention Program and received a line probation officer. Request of $300,000 for establishment of Intensive In-Home Family Services Program was denied. Request for an increase of $65,000 for Youth Advocates contract was cut to $21,045 (cost of living increase). The Mayor's Office recommended to approve the Community Program Director - $58,095. Request to improve conditions of confinement of youth in the residential Programs of the Juvenile Probation Department with a food service worker, 2 cooks, 1 8320 Counselor and 2 8321 Counselors. We received 1 Counselor for Juvenile Hall and 2 Counselors for LCRS. In human infrastructure $1,626,672 was cut to $18,000 for Materials and Supplies for Juvenile Hall and LCRS equipment. Capital Improvement Projects, actually none. Facilities Maintenance amounted to $392,163 for YA compliance, painting, lighting, windows.

In summary we received a net increase of 6.1% and 6 positions.

Robert Wood Johnson Foundation Grant:
Joanna Uribe, of the Mayor's Office of Families & Children, is the project planner on the Robert Wood Johnson Foundation grant application to create a system of care for children who have serious emotional problems.
San Francisco, with the State of California, applied and they have learned that we are one of the eight states out of 12 that have been recommended for the grant. They will not know of approval until July. A case management unit will be developed from health services, the school, probation, mental health service and DSS. Their goal is to keep children in the home. In a survey taken 947 children were found to be in need of these services. They have picked their first site which will be in the Bayview Hunter's Point neighborhood.

The grant from Robert Wood Johnson Foundation amounts to $585,000. City and County is providing (in-kind personnel).

Determination of Continuance of Persons Occupying
Civil Service Exempt Positions:
Commissioner Yamaguchi said that he, the City Attorney, Ms. Giorgi and the Chief have been attending a series of meetings with Civil Service Commission and the City Attorney's office with respect to exempt positions. Under Prop L, the Commission has the obligation and the duty to make a determination whether or not those people occupying the positions and have Civil Service status in those positions that have been declared exempt, will continue in those positions.

Commissioner Schiraldi asked for comments from the Chief who stated that there are no provisions in the Charter that allow these positions to be "grandfathered" in. Once those persons that are in the positions are approved to be exempt by the Board of Supervisors they will be competitive for the those positions. The Charter was intentionally written to provide the Chief the opportunity to choose his own managers.

Commissioner Schiraldi asked for public comment.

Ric Hyland and Margaret Brodkin spoke in favor.

Terry Twing spoke against.

On motion from Commissioner Davis, seconded and carried, the Commission approved that:

The persons currently holding the 5 positions previously determined as exempt by the Commission not be grandfathered in and not retain Civil Service status in those positions.

Rules of Order - Scheduling of Agenda Items
Commissioner Schiraldi read a proposal for placing items on the agenda.

After discussion and some amending of the original proposal it was moved, seconded and carried that:

The Chair shall be responsible for setting the Commission's agenda.

The Chair shall place items on the agenda which are appropriate for Commission's consideration, given the Commission's mandate.

When agenda item requests are forwarded to the Chair, the chair shall excercise one of four options:

(1) Calendar the item for a Commission meeting as soon as feasible;

(2) Refer the item to an appropriate Committee;

(3) Refer the item to the Chief Probation Officer for comment or action; or

(4) Decide that the item is inappropriate for Commission consideration.

In cases where either of option 2, 3 or 4 is selected by the Chair, the Chair shall report this decision to the full Commission at the next Commission meeting.

In any case where 3 or more commissioners vote for inclusion of any item on the agenda, that item shall be placed on the next meeting's agenda.

Mission and Goals Statement
Commission Schiraldi said that this item was calendared for discussion only and no action to be taken.

He said that there were three options to be considered:
1. Department staff develop the mission statement and present it to the commission.
2. Commission to develop it and present to the department.
3. Commissioners and departmental staff to work on it together.

Chief Jordan indicated a willingness to work together on it.

Margaret Brodkin spoke as a member of the public stating that the commission's role was to set policy but that it should be a joint venture.

Commissioner Yamaguchi said he would like some input from the community but develop it in conjunction with the Chief.

Commissioner Davis said she believed that the public has already told the Commission what they want through legislation. It is the responsibility of this Commission to provide the public and CPO with his staff a mission statement that clarifies the direction of this department.

Commissioner Loyce felt that this is a partnership of the Commission, departmental staff and the community and through a committee he would like to keep it open.

Commissioner Pappas stated that the Chief's Mission Statement expresses his view and would only add that more emphasis be placed on the commission's assistance to the Chief in supporting budget requests of the department.

Commissioner Schiraldi, agreeing with Commissioner Loyce, suggested that an ad hoc committee be set up, and asked Commissioner Davis to chair. He would also volunteer his services and notify absent Commissioners. There will be two Commission meetings open to the public and staff.

Other Business:
Commissioner Schiraldi referred to his letter of June 5, 1990 requesting statistical reports prior to each Commission meeting. After discussion with the Chief it was agreed that the reports would be made monthly because that is how our department collects the material.

Terry Twing requested a presentation on Tidelands money and Commissioner Schiraldi promised that it would be on the next agenda as a part of the CPO's continuing orientation.

Chief Jordan reported on his presentation at the meeting in the CAO's office regarding the Bond Initiative for Capital Improvements. He felt that it was favorably received. The next meeting will be on Monday at 2:30 p.m.

Commissioner Schiraldi requested that in the future the Chief let the Commission know about hearings on the budget.

Commissioner Schiraldi asked about a letter in the correspondence file from Youth Authority relating to a deficiency in the school programs report. Chief Jordan introduced Dean Coffer of LCRS.

Dean Coffer reported that he has been meeting with Gloria Burchard of the School Department who had some questions, especially with regard to taking minors out during school time. He assured her that they will take them out only in an emergency. She was satisfied with that and will write a letter to Mr. Greer by June 15, 1990.

Commissioner Yamaguchi asked what would be an appropriate date for the full commission to meet for interviewing the finalists for Executive Secretary of the Commission. He suggested Tuesday or Thursday prior to or after the next regular meeting. A tentative date was set for 5:30 p.m. on Tuesday,June 26, 1990.

Commissioner Schiraldi received a letter from Chief of Police Jordan requesting the Commission appoint a committee to meet with he and and representatives of the Juvenile Bureau. Commissioner Schiraldi will send a letter to the Chief thanking him for the letter and inviting him to meet with the Commission.

Public Comment:
Ric Hyland commented that he felt the Commission should have a monthly report from the Youth Authority. Chief Jordan said he would always inform the Commission of any violation of YA standards had occurred. The next quarterly letter from YA will be in September

Adjournment: On motion by Commissioner Schiraldi, seconded and carried, the meeting was adjourned at 8:00 p.m.

Jean Lau
Recording Secretary

JUVENILE PROBATION COMMISSION

June 13, 1990
(special meeting)

The Agenda of this meeting is missing.

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MINUTES OF THE JUNE 13, 1990 SPECIAL MEETING

The special meeting of the Juvenile Probation Commission was held on Wednesday, June 13, 1990 in the Cafeteria of the Youth Guidance Center at 375 Woodside Avenue, San Francisco.

Commissioners Present: Gloria Davis (Vice President), Michael Pappas, Vincent Schiraldi (President), Michael Yamaguchi.

Others Present: Chief Probation Officer Fred E. Jordan, Jr., other departmental staff and interested citizens.

Call to Order: Commissioner Schriraldi called the meeting to order at 8:05 p.m.

Roll Call: Roll was called and all Commissioners were present with the exception of Commissioners Mischak, Tapia and Loyce who were excused.

Asbestos:
Action: Approval of President of the Juvenile Probation Commission to sign Declaration of Emergency re Asbestos.

Chief Jordan had released a memo to all staff regarding the precautions taken as of June 13, 1990 and distributed a copy to each Commissioner.

Steve La Plante gave a summary of asbestos removal which has already been accomplished. i.e., minors rooms, kitchen, laundry. Completion is expected September 15, 1990.

Mr. Jordan reported that Clayton Environment Co. estimate for asbestos abatement in April, 1990 was $407,000. $232,000 will be cost of interim abatement.

Dave Rizzolo of the Department of Public Health gave a summary of what had been done in this emergency (see Chief's memo) he also stated that in F/Y 1988-89 a survey was made by the Clayton Environmental Company re asbestos in the air and our building passed those tests.

All present agreed that it was inappropriate and unprofessional of the employee to speak to the media regarding asbestps without informing the Chief or the Commission.

On motion by Commissioner Davis, seconded and carried, it was approved that the Declaration of Emergency be signed by the President of the Juvenile Probation Commission to Sign Declaration of Emergency re Asbestos.

Commissioner Davis suggested that we make every effort to be proactive not reactive and one way is to make some kind of public statement, be public, talk about the bond issue. Give press releases.

On motion by Commissioner Schiraldi, the meeting was adjourned at 8:53 p.m.

Jean Lau
Recording Secretary

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF SPECIAL MEETING

Date: Tuesday, June 26, 1990

Time: 5:30 p.m.

Place: Main Conference Room
Youth Guidance Center
375 Woodside Avenue

AGENDA

EXECUTIVE SESSION
(Closed to the Public)

Interviewing applicants for Executive Secretary position

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF REGULAR MEETING

Date: Wednesday, June 27, 1990

Time: 5:30 p.m.

Place: Cafeteria, Youth Guidance Center
375 Woodside Avenue

AGENDA

I. Roll Call

II. Review of Minutes
Action: Adoption of Minutes

III. Personnel Committee
Update on Executive Secretary Position

IV. CPO Report
Continuing Orientation
Presentation on Budget Revisions

V. Roll Call to Introduce New Items

VI. Other Business

VII. Public Comment

VIII. Adjournment

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MINUTES OF THE JUNE 27, 1990 REGULAR MEETING

The regular meeting of the Juvenile Probation Commission was held on Wednesday, June 27, 1990, in the Cafeteria of the Youth Guidance Center, 375 Woodside Avenue, San Francisco.

Commissioners Present: Gloria R. Davis (Vice President), James Loyce, Jr., Stephanie Mischak, Michael Pappas, Art Tapia, Michael Yamaguchi.

Others Present: Departmental staff and interested citizens.

Call to Order: Commissioner Davis called the meeting to order at 5:40 p.m., noting that Commissioner Schiraldi and Chief Jordan were attending the Board of Supervisors Finance Committee meeting relative to the bond issue.

Roll Call: Roll was called and all Commissioners, with the exception of Commissioner Schiraldi, were present.

Approval of Minutes: On motion by Commissioner Mischak, seconded and carried, the Commission approved the minutes of the June 13, 1990 regular meeting as distributed. On motion by Commissioner Mischak, seconded and carried, the Commission approved the minutes of the June 13, 1990 special meeting as distributed.

Personnel Committee: Commissioner Yamaguchi stated for the purposes of the Brown Act that the Personnel Committee met in executive session on June 11, 12 and 14 and the whole Commission met in executive session on June 26 to interview applicants for the Executive Secretary position. The Commission is completing the evaluation process and meeting with the potential candidate for the position. Commissioner Yamaguchi will report on the conclusion of the selection process at the regular Commission meeting on July 11.

Chief Probation Officer's Report:

In Chief Jordan's absence, Judy Hogan, Director of Probation Services, stated that the ongoing orientation for Commissioners would include presentations on Probation Services, Juvenile Hall and 8g funded projects.

Probation Services (Judy Hogan): Ms. Hogan distributed copies of material relative to her report to the Commissioners and the public in attendance.

The Welfare and Institutions Code (WIC) outlines the responsibilities of the Probation Department. The Probation Services Division of the Juvenile Probation Department provides services to youth who come within Sections 601 (status offenders) and 602 (law violators) of the WIC.

Status offender services are contracted out to a private agency which provides intake, counseling and shelter services. If all efforts of the agency fail, youth are referred to the Probation Department, which files a petition if appropriate and follows through with placement and/or supervision services as ordered by the court.

Law violators are either brought by law enforcement agencies and admitted into Juvenile Hall or cited to appear at the Probation Department at a later date with their parents. Youth who are non-active wards are handled by one of the intake divisions: Prevention/Diversion which handles youth 13 years of age and younger; North and South which handle referrals on a geographic basis. The probation officer investigates each referral and makes a decision according to the information obtained; e.g., refer to the District Attorney for possible filing of a petition, refer to a community agency for assistance, request that restitution be paid to victims, assign to perform community service.

If a petition is filed, the case goes to court. If charges are sustained, the probation officer prepares a dispositional report for the court. The report is very thorough and contains the nature of the offense, what has been sustained, the social history of the youth and a recommendation of what the probation officer believes is the best plan for the youth. Examples of recommendations are remain at home on probation, commit to out-of-home placement, commit to Log Cabin Ranch or commit to the Youth Authority.

Once a youth is adjudged a ward of the court, the case is referred to one of the supervision units: Placement, which supervises youth in private placements and county placement (Log Cabin); North and South, which supervise youth placed in their home or a relative's home in San Francisco; Probation/Diversion, which continues to handle and supervise younger youth.

Probation Services has a Special Services Division which handles a variety of services, e.g., stepparent adoptions, sealing of records, marriage and military consents, etc. Some probation officers have specialized caseloads, e.g., home detention, sex offenders, community service, etc. A vocational employment and training program provides training in employability skills, job placement and referral services.

Status Report/8g Projects:

Bond Report Project for New Facilities: The report has been prepared and is before the Finance Committee of the Board of Supervisors this date. The contractor will assist the department through the remaining stages of the process pending the election in November.

Bureau of Architecture/Contract Support: The Bureau of Architecture actually holds the contract for the bond project and ensures that all requirements are met.

Black Youth Services Project: The department has contracted with the Bayview Hunters Point Foundation, which has subcontracted some portions of the project to other agencies, to provide a variety of programs throughout the City. Components of the project include: a home detention program; cultural awareness program; case management services; mentorship services.

Community Shelter/Foster Care Project: Monies are used to supplement the basic state rate so youth who would otherwise stay in Juvenile Hall pending the finding of a long-term placement can be placed in group home facilities in the community. Also, the department is in the process of hiring a consultant to streamline the placement procedure and help identify a more efficient way to locate all possible placement facilities.

Omega Boys and Girls Club Counseling Project: Omega provides a peer counseling program for youth in Juvenile Hall, at Log Cabin Ranch and on probation.

Population Reduction Project/Detention Criteria: The National Council on Crime and Delinquency (NCCD) assisted the department in developing a written risk criteria form. NCCD has also done a follow-up analysis of the form which has resulted in some modifications. Another follow-up analysis is scheduled in the near future.

JJC Ombudsman/Office Support: Under the auspices of the Juvenile Justice Commission, one-time monies are being provided for an ombudsman and support staff.

Ms. Hogan provided Probation division statistics summary for the month of May.

Commissioner Mischak inquired if community based programs will be asked to submit a final report when funding ceases. She also asked what process will be used for the monitoring component. Ms. Hogan stated that quarterly reports are required from the programs in order to process payments. She also indicated that she monitors the Bayview Hunters Point and Omega programs with input from probation officers who interact with the programs. Monitoring is very loose at this time, and it is anticipated that the Community Program Director position will be responsible for monitoring all programs.

Commissioner Davis asked if there are written descriptions of the programs available. Ms. Hogan stated that she does have a brief scope of the work for each program.

Commissioner Loyce asked for a copy of any written evaluations of the programs. Ms. Hogan stated that there are none at this time.

Juvenile Hall (Steve La Plante, Director of Juvenile Hall):

Mr. La Plante pointed out that "Juvenile Hall" is not synonymous with "Youth Guidance Center" (YGC). YGC refers to the entire complex of buildings on the site. Juvenile Hall is the detention facility within the complex.

Juvenile Hall opened in October 1950. It has seven living units with a total rated capacity of 137. Currently only six of the units are funded, which brings the capacity to 117. Modifications taking place in the Reception Unit will further reduce the capacity to 113. The average daily population over the past year has been 120. Today it is 94, which is the lowest count in over three years. The average length of stay is 11 days but the figure is misleading. Many youth are released within the first 24-48 hours. A number of youth stay 4-5 weeks pending the judicial process. A few youth stay several months, e.g., youth being tried as adults and youth who are difficult to place.

The annual budget is $5 million. There are 104 permanent positions and 30-35 temporary positions, which are necessary to allow for replacements for permanent staff who are on vacation, out sick or in training.

The day in Juvenile Hall begins at 6:15 a.m. and ends at 9 p.m. The daily program includes classes (reading, math, language arts, gym, computer lab) provided by the Unified School District, Monday through Friday, 8:50 a.m. to 2:30 p.m. Following school, there are afternoon activities, e.g, a four-component arts program, health education, etc.

Visiting by parents occurs seven days a week, 4:30 to 5:15 p.m., Sunday through Friday, and 1:00 to 3:00 p.m. on Saturday. Juvenile Hall offers more hours of visiting than any other juvenile hall in the state.

There are a variety of programs provided by volunteers in the evening. In the boys' units: Omega Boys Club does peer counseling two nights per week; the Mayor's Gang Prevention Program comes once a week and works with the youth in B4 and B5; the Children of the Sun program is just getting underway and focuses on Black history and African culture and building a greater sense of pride in heritage. In the girls' unit: Women attorneys come twice a month a do special projects; Mothers of Concern come twice a month and focus on drugs and gang behavior. Several religious organizations provide individual and group counseling for youth in all units. There are a variety of special event programs that occur on a one-time or monthly basis.

The greatest resource for youth in Juvenile Hall is the counseling staff, an outstanding group of very sincere and dedicated men and women. Great emphasis is placed on increasing and improving staff training. This year a Facility Training Officer (FTO) program was instituted. Seventeen veteran staff received a week of training to become training officers to other staff. These FTO's are paired with new employees for 40 shifts. The FTO prepares a written evaluation at the end of each shift and reviews with the employee his/her performance.

Status Report/8g Capital Improvement Projects:

In 1985, the department received a $3 million appropriation from the State Legislature for capital improvements. An amendment in 1987 allowed some of the money to be used for programs (as described by Judy Hogan).

At this point, the department is nearing completion of a $1.5 million capital improvement program. Basic projects that should have been done a long time ago include: installing lights in B5, making the bathroom in G2 coed, making two restrooms in the administration building handicapped accessible. Much of the work being done is safety related: asbestos removal, smoke detectors in each youth's room, emergency battery-pack lights and exit signs in each unit. The Multipurpose Room (formerly Boys Crafts Room) is being remodeled for use as a classroom during the day and a visiting center in the evening. A recreation yard for B5, with specially designed security fencing, is near completion. Work is also being done on fencing throughout the site to improve security. An emergency generator is being installed that will kick on 10 seconds after a power outage and provide 100% of power needs. The Reception Unit (RU) is being remodeled that will include a full medical clinic, two attorney-client visiting rooms, two "wet rooms" (rooms with toilet and sink to accommodate youth in wheelchairs) and remodeling of a shower to accommodate a wheelchair.

The capital improvement projects are approximately 80% completed, and it is anticipated that the targeted completion date of September 1990 will be met.

Commissioner Davis commented that the books in Juvenile Hall are antiquated and would not do much for the self-esteem of detained youth. She asked if there was a budget for purchasing books. Mr. La Plante stated that there is no money in the budget for books. He is looking into the possibility of the main library providing library service to Juvenile Hall.

Commissioner Davis inquired about pregnant detainees and services for them. Mr. La Plante indicated that there are pregnant detainees from time to time and that there is an excellent array of medical services for them. There is a public health nurse who personally sees the girls and works up plans for them. They are seen on a regular pre-natal basis at San Francisco General Hospital and are placed on special diets. This public health nurse also works with detained youth who are fathers.

Commissioner Yamaguchi asked whether there is any quality review of the programs in Juvenile Hall and specifically how it is determined whether the peer counseling program has a positive or negative influence on youth. Mr. La Plante indicated that there is no formal quality review of the programs. Based on his personal observation of the way youth respond to the peer counseling program, the effect it has on them, the way they participate and the rapt attention they give to the program, Mr. La Plante, and his staff, believe it is the best category of program.

Commissioner Loyce commented that the programs affect the quality of youths' lives and there needs to be a way to evaluate the programs. He encouraged the Commission and staff to develop a way to do so. Mr. La Plante indicated that the new position of Community Program Director will take part in evaluating the programs being provided in Juvenile Hall by the community. He also pointed out that the Children of the Sun program is a research project and includes a formal evaluation component.

Commissioner Tapia emphasized that all programs should have an evaluation component that determines what the program has accomplished and the effectiveness of the program.

Commissioner Mischak commented that community based programming in Juvenile Hall has increased dramatically over the last few years and many are a result of chance encounters with individuals who are willing to come into Juvenile Hall to conduct various programs.

Commissioner Mischak commented on the book situation in Juvenile Hall and reminded Mr. La Plante that the books she is donating are available for pick up. She also pointed out that the public library has a used book store at Fort Mason. She suggested that the Friends of the Library be contacted about a possible donation and that people who know books could make the appropriate selections.

Commissioner Pappas suggested that a simple evaluation of the peer counseling program could be based on how the youths get along with one another in the unit and how well they do after they are released back into the community.

Commissioner Yamaguchi asked who is responsible for reintegrating youth into the community once they are released from Juvenile Hall. Ms. Hogan responded that if a youth is under the supervision of a probation officer, the probation officer is responsible. If a case has been dismissed by the court, the department no longer has jurisdiction but does provide the youth and family with a list of agencies which may be of assistance to them.

Commissioner Mischak inquired about Narcotics Anonymous (N.A.) and Alcoholics Anonymous (A.A.). Mr. La Plante indicated that N.A. comes once a week and that A.A. is not currently involved in Juvenile Hall. Ms. Hogan indicated that A.A. has been in Juvenile Hall at various times in the past but youth have not shown much interest and as such the program is not forced on them.

Commissioner Yamaguchi asked what will happen to the programs funded by 8g monies when the funding ends. Ms. Hogan stated that at the present time the Black Youth Services, Omega and Community Shelter/Foster Care projects are included in the department's 1990-91 budget.

Commissioner Davis asked Wilbur "Coach" Jiggets, who is part of Omega, for his comments. Coach said he has been told by youth that they are not allowed to remove the school books from the classroom in order to do extra studying in the evening. Mr. La Plante said this is not the case and has seen the books in youths' rooms. With respect to evaluation of programs, Coach said that whatever is set up should involve the youth. Coach proudly stated that Omega has 38 youth in college today and in September that number will increase to 70. Many of these youth have been in Juvenile Hall at one time or another. Coach stated that Omega spends a great deal of time getting youth back into school and finding them jobs. In response to Commissioner Yamaguchi's questions about orientation for youth selected to be peer counselors, Coach indicated that a staff person at Potrero Hill Neighborhood House handles orientation.

Roll to Introduce New Items:

Commissioner Mischak requested that the Commission take under consideration the recently released updated report by the Juvenile Justice Commission on conditions in Juvenile Hall. She asked that the matter be placed on the agenda of the next meeting under the CPO's Report and that Chief Jordan and Mr. La Plante address the recommendations contained in that report. Based on their report, Commissioner Schiraldi should determine what steps will be taken regarding the Juvenile Probation Commission's responsibility.

She requested that one of the first actions taken by the new Commission secretary be the writing of a grant to Apple Computer for a donation of computer equipment for the Commission office.

Commissioner Loyce stated that he will be on vacation in July and asked to be excused from the July 11 Commission meeting.

Other Business:

Commissioner Mischak announced that the 1991 Community Development Block Grant funding process has begun. Targeted programs are those dealing with drug abuse prevention and homelessness. Application deadline is August 3. She provided copies of the RFP and requested that the Probation Department make every effort to see that community agencies working with the department receive a copy.

Commissioner Mischak stated that the Robert Wood Johnson Foundation project is looking for office and clinical space for 20-36 people for a four-year period. The space, reasonably priced and preferably in the southeast quadrant of the City, must be handicapped accessible, certified as a Medi-Cal clinic and accessible by public transit. Anyone aware of space meeting these requirements should contact Commissioner Mischak at 255-3405.

Commissioner Tapia requested that Commissioner Schiraldi write a letter to Chief Jordan commending him and his staff for the excellent service being provided to the Commission pending the hiring of a Commission secretary.

Public Comment:

Ric Hyland commented on the lawsuit he filed. He requested that the Commission set aside time at its next meeting for an executive session with the City Attorney and the Chief Probation Officer to discuss this matter.

Adjournment: On motion by Commissioner Mischak, seconded and carried, the meeting was adjourned at 7:10 p.m.

Madeleine Licavoli
Recording Secretary

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JUVENILE PROBATION COMMISSION
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NOTICE OF REGULAR MEETING

Date: Wednesday, July 11, 1990

Time: 5:30 p.m.

Place: Cafeteria, Youth Guidance Center
375 Woodside Avenue

AGENDA

I. Roll Call

II. Review of Minutes
Action: Adoption of Minutes

III. Presentation: Tom Rinaldo, Ombudsman

IV. Personnel Committee
Update on Executive Secretary Position

V. CPO Report
Continuing Orientation
Presentation on Budget Revisions

VI. City Attorney's Report
Commissioner Participation on Ballot Measure

VII. Roll Call to Introduce New Items

VIII. Other Business

IX. Public Comment

X. Adjourn to Executive Session

EXECUTIVE SESSION
(Closed to the Public)
City Attorney Presentation
and Commissioners Questions
Re: Hyland v. Wonder et al

XI. Reconvene Public Meeting
Report on Executive Session

XII. Adjournment

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MINUTES OF THE JULY 11, 1990 REGULAR MEETING

The regular meeting of the Juvenile Probation Commission was held on Wednesday, July 11, 1990 in the Cafeteria of the Youth Guidance Center at 375 Woodside Avenue, San Francisco.

Commissioners Present: Gloria Davis (Vice President), Stephanie Mischak, Michael Pappas, Vincent Schiraldi (President), Art Tapia, Michael Yamaguchi.

Others Present: Chief Probation Officer Fred E. Jordan, Jr., other departmental staff and interested citizens.

Call to Order: Commissioner Schiraldi called the meeting to order at 5:37 p.m.

Roll Call: Roll was called and all Commissioners were present with the exception of Commissioner Loyce who was excused.

Approval of Minutes: On motion by Commissioner Schiraldi, seconded and carried, the Commission adopted the minutes of the June 27, 1990 regular meeting as distributed.

Presentation (Tom Rinaldo, Ombudsman):
Beatrice Laws, Chairman of the Juvenile Justice Commission introduced Tom Rinaldo, the Ombudsman of that Commission. Mr. Rinaldo said that the position was inspired by the Ombudsman position in the Sheriff's Department. Mr. Rinaldo's position is by contract with the JJC. He has been on duty since June 1, and has an office on the third floor of the Administration building. The purpose of this position, in addition to being a safeguard or watchdog, is to be able to look at the larger picture and see not only the complaints but why the complaints come about. He sees the position as being an asset at all levels, in that , he will be someone that has the time and opportunity to ferret out problems, come to a solution, make a recommendation, work with the appropriate people and help them to do their job better. He has been trying to go to all staff meetings in Juvenile Hall which has been very helpful. He will be making regular visits to Juvenile Hall and LCRS. He plans to meet with Mr. Jordan on a quarterly basis.

Commissioner Tapia welcomed him aboard and invited him to come to his staff meeting.

Commissioner Schiraldi asked if Mr. Rinaldo reported to the Chair of the Juvenile Justice Commission. Chairman Laws answered that they want Tom to be a free agent.

Following Mr. Rinaldo's presentation a member of the public asked just where a person could go if they felt their particular concern and/or case was not being handled fairly. The Chairman of JJC and Commissioner Tapia offered to help.

Personnel Committee:
Update on Executive Secretary Position - Commissioner Yamaguchi reported that they have offered an individual the position of Executive Secretary and that the vote was unanimous. Commissioner Pappas asked that the record show original vote of 6 to 1 which he subsequently changed, rendering the vote unanimous. Commissioner Schiraldi said that the commission reviewed 104 applications and interviewed 25 persons. After the second round of interviews the Commission chose Patricia Marrone who will start on August 6. Commissioner Yamaguchi said that they now have to wait for Civil Service Commission to approve the salary.

Chief Probation Officer's Report:
Chief Jordan introduced Janet Medina, Acting Director of Juvenile Hall while Mr. La Plante is on vacation. Ms. Medina reported that the census of Juvenile Hall today is 84. Chief Jordan announced that on Monday, the bond initiative to construct a new facility, passed 10-0, one person was missing from the floor. Also, yesterday the Board of Supervisor's Administrative & Oversight Committee passed on the exempt positions, 3-0. This issue will go before the full Board on Monday.

Log Cabin Ranch (Joe Berkowitz): Mr. Berkowitz spoke of the history of the Ranch which was established in 1939 in Mendocino County. A few years later it was moved to somewhere near San Mateo County Memorial Park and then in 1949 it moved to its current site in La Honda. It has the capacity to house 84 youths - age range 15 to 18 years. Average daily population for the past year - 52. The count today is 46. The program is defined as having an average length of 8½ months. The ranch is currently budgeted for 18 staff, 13 Counselors, 3 Supervisors, 1 Asst. Director and the Director.
The budget for this coming fiscal year 90-91 is $1,750,000. 60% of the youth are 17 years or older and 90% of the boys are 16 or older. Very rarely do we have a 14 year old. 67% of the kids are there for drug-related offenses - 9% for auto theft - 7% for armed robbery. Average number of contacts before these young men go to Log Cabin is between 8 and 10. 76% are African American; next most frequent category is Samoan. The program is centered around school; there are 6 teachers from the SFUSD and the school hours are from 9 am to 1 pm. In September, we plan to extend the hours from 9 - 2:30. Subjects include math, reading, social studies, language and art. In September, we plan to add driver's ed and physical ed. Many of the kids come to the ranch seriously deficient in basic skills, so that is the main thrust of our academic program. In September, through the efforts of Gloria Burchard, we will have computers in our math class. The second component the of program is counseling. Each counselor has approximately six youth on his caseload and he must see them on a regular basis. Basically he is responsible to be that young man's advocate while at the ranch, and write a report when the young man leaves the ranch.

There are also psych services, drug counseling, drug testing and drug education. The automotive shop is closed for the summer months but will start again in September. The Horticulture Program is continuing and is very successful. Th Omega Boys Club comes to the ranch on a regular basis. The Squires Club will start up again in August. Tabithi Mtambuzi from Forensic Services is starting a cultural awareness program soon. The program is based on behavior modification wherein the kids earn points for good behavior and lose points for misbehavior. Awards day is very popular. Also, the monthly essay contest is very successful. A calesthenics program is being started for after school time and there is also a school/work program being started wherein the kids can work off traffic fines.

Commissioner Davis asked Mr. Berkowitz whether anyone will be at the ranch who is proficient in computer training. One teacher will be trained. Comm. Davis urged that IBM be approached for help.

Commissioner Davis also asked Mr. Berkowitz about the automotive program. Mr. Berkowitz said that Community College funds for an instructor only. Bob Price has approached Chevron for other funding for materials and supplies.

Commissioner Schiraldi asked whether any of the youth graduate in less than 8½ months given the fact that shorter stays in institutions coorelate with lower recidivism. Mr. Berkowitz responded that they are considering initiating a system whereby youth can graduate in 6¼ months by earning "work time" type credits. Mr. Berkowitz also said that the CYO has a Transition House which can house 10 of the LCR youth. Some of the youth go there approximately 4 months after being at the ranch when their behavior and other aspects show that this can be done.

Commissioner Mischak aked whether all staff were permanent now. Mr. Berkowitz said that all are permanent staff with the exception of one limited tenure counselor.

Management Information Services (MIS)-(Sandra Clayborn): Dr. Clayborn, Manager of MIS, distributed hand-outs to the Commissioners concerning the Information Services Division. Staff consists of Dr. Clayborn, 1 MIS Specialist, 1 MIS Technician, 1 Clerk, and 1 full time programmer. Primary functions are the Hall of Justice IBM mainframe application (JJIS); the on-site mini computer and telecommunications to other systems in the city. Secondarily, they provide training for data processing and word processing. Our system is roughly 15 years old and is out of date. We have approval from EISPC to update the system. It was placed in the budget but with the shortfall and other more pressing needs it had to be put on the back burner. The primary users on the mainframe are County Clerk, Superior Court, District Attorney, DSS and the Probation Department. The system tracks a juvenile from intake to disposition. There are roughly 600,000 records on file; 234 variables ; flow charts show how a referral is handled in the system. They are doing a lot of telecommunications; we have a connection with the Hall of Justice and the Wang. We also have access to the Pin CLETS, FBI, DMV, CINI. There is a connection between the Wang and the City Hall mainframe and also a new connection between the City Attorney's Wang at City Hall and our Wang. The division puts out as much information to as many people as they can as quickly as they can.

Commissioner Schiraldi asked about the security of the system. Mrs. Clayborn said that we have three levels of security. They had a security person come out to help us align our security ahead of time.

Asked about the sealing of records, Mrs. Clayborn explained that we have a Special Services Division. A special program was written for that division so that they can track all the records they are sealing. When they have completed tracking and collecting all the information and the process is completed they send it to the Record Room and they manually pull all records and then it comes to her division and they purge it off our system. They also purge, on a daily basis, all unofficial or informal contacts (those over 18 yrs.) that have never gone to Court, in order to have space.

Business Office (Jawaid Ijaz): Basically, the Business Office is an extension of the Controller's Office, Civil Service, and the Purchasing Department. The Business Office has to see that all rules and procedures of these departments relating to YGC are carried out. The Accounting Division prepares the budget, controls expenditures and prepares any supplemental appropriations, work orders from or to other departments, accounts payable, accounts receivable. The Cashier collects traffic fines, restitution and restitution fines. The Personnel Division performs the requisition process for hiring, separations reports, medical leaves, grievance procedures and interpretation of civil service rules for staff. Payroll processing includes time rosters, assault pay, workmen's comp, industrial injuries. Purchasing supervisor handles all materials and supplies orders, office supplies, supplies for Juvenile Hall and Log Cabin Ranch, we have contracts set up. We have an inventory control clerk so that we know when to order from the supply room or suppliers.

Commissioner Mischak congratulated Mr. Ijaz on the vacancy report. She asked whether the 20 vacancies include salary savings. Mr. Ijaz said that no, that is taken up front and is part of the budget process. The vacancies, particularly in Juvenile Hall, represent new positions and there has been a delay in filling them partly because we have to have psych evaluations this year.

Mr. Ijaz also reported on the budget. It should be finalized by August 1. The amount is $15,554,587 - FY 90-91. This is a 6.1 increase.
New Positions include:

2 Probation Officers (1 for Robert Wood Johnson Foundation)
(1 for Home Detention)
1 Community Director (Administration)
1 Executive Secretary to the Commission
1 Counselor (Rover Juvenile Hall)
2 Counselors (LCRS)

Programs for Omega Boys Club and Potrero Hill Neighborhood House were continued and Youth Advocates received COLA.

City Attorney's Report (Lori Giorgi): Commission participation on ballot measure. Deputy City Attorney Lori Giorgi said that in terms of participation, if Commissioners are going out and endorsing or not endorsing a ballot measure, no public funds may be used. It must be on your own time and use your own personal resources. You can speak as an individual and not represent the Commission. If endorsing a ballot argument you may identify yourselves as Member, Juvenile Probation Commission, but not represent the Commission as a whole.

Roll Call for New Agenda Items:
Commissioner Schiraldi requested that the Chief include in his report the Juvenile Justice Commission report.

Commissioner Pappas suggested that the Chief include in his report information on grievances handled by the Juvenile Justice Commission's Ombudsman.

Commissioner Pappas also asked that the Commission consider a policy to support the transfer of all aspects of DSS - files, personnel, hearings, to a DSS facility. The City Attorney said that she did not believe that is was within the jurisdiction of the Commission. DSS also has a Commission. Probation Commission has no interest in dependency population.

New Business: Commissioner Mischak announced that she is starting a used book drive and will be responsible for collecting and placing them in age groups appropriate for the youth. She will then take them to Juvenile Hall and see that they are sent to Log Cabin Ranch.

Public Comment: Rich Perino spoke of three successes in his caseload of youth.

Commissioner Davis commended him and said that the Commission was here to support staff and see that there are a lot more success stories.

Executive Session:The meeting was adjourned to Executive Session at 8:50 p.m. to discuss pending litigation.

The Regular meeting reconvened at 9:30 p.m.

Commissioner Schiraldi declared a conflict of interest in this matter and turned the Chair over to Commissioner Davis.

Deputy City Attorney Giorgi stated that for the record, pursuant to Section 11126 of the Government Code an Executive Session was held regarding the lawsuit of Hyland re Wonder et al. There will be a settlement offer made by the City Attorney. The City Attorney will discuss this matter with Mr. Hyland.

Adjournment: A motion was made, seconded and carried, to adjourn the meeting. Meeting adjourned at 9:35 p.m.

Jean Lau
Recording Secretary

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF REGULAR MEETING

Date: Wednesday, July 25, 1990

Time: 5:30 p.m.

Place: Cafeteria, Youth Guidance Center
375 Woodside Avenue

AGENDA

I. Roll Call

II. Review of Minutes
Action: Adoption of Minutes

III. CPO Report
Response to Juvenile Justice Commission Report

IV. Probation Services, Grievances & Complaints Procedure
Discussion:

V. Mission and Goals Statement Update
Discussion:

VI. Roll Call to Introduce New Items

VII. Other Business

VIII. Public Comment

IX. Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
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San Francisco, CA 94127

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MINUTES OF THE JULY 25, 1990 REGULAR MEETING

The regular meeting of the Juvenile Probation Commission was held on Wednesday, July 25, 1990, in the Cafeteria of the Youth Guidance Center, 375 Woodside Avenue, San Francisco.

Commissioners Present: Gloria R. Davis (Vice President), James Loyce, Jr., Stephanie Mischak, Michael Pappas, Vincent Schiraldi (President), Michael Yamaguchi.

Others Present: Departmental staff and interested citizens.

Call to Order: Commissioner Schiraldi called the meeting to order at 5:30 p.m. Commissioner Schiraldi called for a moment of silence in memory of the ward of the Juvenile Court who committed suicide while in the custody of the Sheriff's Department.

Roll Call: Roll was called and all Commissioners, with the exception of Commissioner Tapia, were present.

Approval of Minutes: On motion by Commissioner Mischak, seconded and carried, the Commission approved the minutes of the July 11, 1990 regular meeting as distributed.

Commissioner Schiraldi stated that he wished to make corrections to the minutes of the June 13, 1990 special meeting. He indicated that he was unable to make the corrections to the minutes at the time of review and adoption at the June 27 regular meeting because he was attending the Finance Committee meeting of the Board of Supervisors.

On motion by Commissioner Schiraldi, seconded and carried, the Commission approved the following corrections to the minutes of the June 13, 1990 special meeting:

Page 1, Paragraph 6: The reason for the meeting is the Declaration of Emergency re asbestos condition in the YGC administration building.

Page 1, Paragraph 11: Some Commissioners felt that it was inappropriate and unprofessional of the employee to speak to the media regarding asbestos without informing the Chief or the Commission. There was also sentiment that this employee and all employees should be encouraged to bring problems forward.

Page 2, Paragraph 1: On motion by Commissioner Davis, seconded and carried, it was approved that a state of emergency be declared in the YGC administration building.

Amendment to Order of Agenda: Commissioner Schiraldi stated that he had received requests to move the public comment item on the agenda closer to the beginning of the meeting in order to accommodate individuals who could not stay for the entire meeting. After brief discussion, it was agreed that the public comment item would hereafter be Item III on the agenda.

Public Comment:

Margaret Brodkin, Coleman Advocates, presented the Commission with a letter expressing concern regarding the recommendations made to the Juvenile Court by probation officers and requested that the matter be calendared for discussion and action. The letter includes a request to consider the adoption of four proposed policies regarding this issue as well as a recommendation to assure implementation of the policies.

Chief Probation Officer's Report:

Conferences: Chief Jordan reported that he attended the Annual Conference and Training Institute of the National Association of Blacks in Criminal Justice in Cincinnati, July 15-19. The theme that evolved was the need for the African-Americans to develop programs in their communities to keep and get youth out of the criminal justice system. Chief Jordan also attended the Juvenile Corrections Leadership Program in Philadelphia, July 19-21. This conference was sponsored by the Edna McConnell Clark Foundation to bring top juvenile correctional administrators in the country to develop national policy on drugs and young people in detention. Both conferences were quite rewarding.

Grant: Sandra Clayborn, MIS Manager, reported on the progress of a grant proposal to acquire a volunteer coordinator to develop a comprehensive volunteer program for the department. She has developed a concept paper and, in conjunction with the Volunteer Center, will be submitting it to the Mayor's Office of Community Development (MOCD) for possible funding. Chief Jordan pointed out that MOCD primarily funds private as opposed to public agencies, so a partnership was developed with the Volunteer Center, which is making the grant application. If the proposal is funded, the Volunteer Center will provide that position to the department for the volunteer program. Chief Jordan asked the Commission for a letter in support of the grant.

Suicide Case: Judy Hogan, Director of Probation Services, apprised the Commission of the history of the 17-year-old youth who committed suicide while in the custody of the Sheriff's Department. The youth had a warrant out on him as a result of his running away from a group home in February. The department was unaware of his whereabouts since that time. On this recent arrest, the youth used a false name and date of birth and was placed in the custody of the Sheriff's Department.

Commissioner Schiraldi indicated that he would like to know the procedure used for determining a person's true name and date of birth and whether the procedure was followed in this case. Ms. Hogan stated that the case was under investigation by the Sheriff's Department.

Peter Bull, Coleman Advocates, asked what efforts are made to locate youth with outstanding warrants. Chief Jordan indicated that it is left to the discretion of law enforcement agencies, and Ms. Hogan indicated that probation officers attempt to locate youth by contacting people listed in the youth's record.

Joe Spaeth, Public Defender's Office, pointed out that oftentimes youth with warrants out on them are actually staying in their homes. If checks are being made, they are not turning up these youth.

Ric Hyland pointed out that warrants are addressed to all peace officers, not just police officers. He suggested that the Juvenile Probation Department work with the Public Defender's Office in getting youth to come back. The public defender is likely to get youth to come back more so than the probation officer because of a better relationship.

Rich Perino, Senior Probation Officer, pointed out that probation officers are not doing the work they should to locate these youth because up until now the administration has not been interested in assuming this responsibility.

Juvenile Justice Commission Report: Judy Hogan stated that the report is concerned that Juvenile Hall is seriously lacking in the development and implementation of policies consistent with accepted standards. Ms. Hogan reviewed the 12 recommendations contained in the report and the status of the department's response to the recommendations.

1. Update and properly annotate a manual for Juvenile Hall. The department has received training from the American Correctional Association (ACA) regarding drafting and correcting manuals and is in the process of developing a manual for all divisions within the department.

2 Provide a copy of the manual for all staff. This will be done when the new manual is completed.

3. Transmit revisions in writing to all staff. Program is being initiated whereby all revisions will be attached to paychecks of staff.

4. Develop step programs in units. There is currently a step program in effect in each unit.

5. Finalize discipline procedure. This procedure has been finalized as of yesterday. Training on the policy began today and will occur four more times to ensure all staff are trained.

6. Inform staff of current grievance procedure. This procedure is in the final draft stage and should be issued by the end of August.

7. Revise contract and detainees rights handout regarding grievances. This is also in process along with the grievance procedure and should be in place by mid-September.

8. Prominently post grievance policy. Currently youth are told about the grievance procedure. When the new policy is in effect, it will be posted in each unit.

9. Revise monthly grievance report to include timeframes. The report has been revised and next month's report will indicate timeframes on response to grievances.

10. Provide supervising counselors with copies of processed grievance forms. This is being done now.

11. Develop escape policy. This is in process and should be finalized by the end of September. Juvenile Hall and Probation Services are working on the policy together to cover all escapes from Juvenile Hall and probation officers.

12. Complete overdue performance evaluations. Top level staff evaluations will be completed by August 5. An audit is being done on line level staff evaluations to determine which reports are due or past due.

Commissioner Schiraldi asked that the Commission be provided with a brief written report on the recommendations and the status of the department's response.

Commissioner Yamaguchi asked what the procedure is to ensure that staff read and utilize the manual. Chief Jordan responded that when the new manual is established, staff will receive training on understanding the manual and how to use it. The department is following ACA's outline for developing the manual and the process will take at least six to eight months.

Commissioner Loyce asked Chief Jordan if there will be a system where he (Jordan) will be able to check and make sure that staff have received training. Chief Jordan explained that staff are required to sign-in when they attend training, the instructor certifies that staff have attended training, tests are given at the end of training to measure effectiveness and a record of training is maintained in the personnel file.

Commissioner Mischak pointed out two concerns regarding the manual. First, until the new manual is in place, the current manual is in effect and staff are expected to be familiar with it. In order for staff to be familiar with the manual, they must have access to it; yet, there is no money available to provide a copy for each staff person. Steve La Plante, Director of Juvenile Hall, stated that each on-call staff person receives an eight-hour orientation and is given a manual to take home for two weeks prior to being tested. A Facility Training Officer (FTO) goes over the material with the staff person during the first few months of employment. Each permanent staff person has his/her own copy of the manual. At monthly cottage staff meetings the supervisor reviews any policy or procedure released in the last 30 days. Commissioner Mischak's second concern is that sufficient funds are set aside to cover the cost of producing and distributing the manual. Chief Jordan indicated that this will be done once the per copy cost of the manual has been determined.

Log Cabin Ranch Water Rights: Lori Giorgi, Deputy City Attorney, reported that the Water Resources Board is going to recommend that Log Cabin Ranch be issued a cease and desist order for use of water from Mindego Creek. Years ago when water resources were allocated, somehow Log Cabin Ranch was excluded and it may have something to do with the fact that Hidden Valley Ranch does have water rights. In preparation for the court hearing, an expert hydrologist is being hired to look into the situation and determine theories on how to get water allocated to the Ranch. A backup plan is being worked on to purchase carrying rights of neighbors upstream from the Ranch. The plan is to get an option contract now so that in the event the City is not successful in court, the City can exercise its option and get water quickly. All options are being looked into, including breaking the lease with the tenants of Hidden Valley Ranch if necessary.

Asbestos: Lori Giorgi reported that department is still proceeding with the supplemental appropriation and the emergency resolution; however, the Finance Committee of the Board of Supervisors will not consider any supplemental appropriations until the budget is passed. A plan of action is in place, and asbestos abatement work has begun with facilities maintenance funds. All current leaks in the building have been contained. Leaks will be an ongoing problem, but there is a plan in place to deal with leaks in terms of assessment and corrective action. Informational meetings on asbestos were provided for all employees by the Department of Public Health. Every employee working at the Youth Guidance Center received copies of the asbestos reports prepared by the environmental contractor as well as a copy of the protocol on what to do when a leak occurs. Staff are being notified when and where abatement work is being done. Health testing of long-time employees in the building are not taking place, but this is being discussed with the Health Department.

Proposition 86: Chief Jordan reported that this proposition allocated $10 million for construction of regional facilities for special programs. Earlier today, he and the San Mateo County Chief Probation Officer toured Hidden Valley and Log Cabin Ranches to look at the possibility of the two counties, along with Monterey County, developing a coed facility to serve girls (pregnant, drug addicted, alternative to Contra Costa Girls Center).

Public Comment on Chief Probation Officer's Report:

Ric Hyland stated that one of the department's major problems is the inability of middle management to function well. The Juvenile Justice Commission strongly recommended that employee evaluations be done once a year. He suggested that the Juvenile Probation Commission should make an inquiry to see whether the reports have been done.

Margaret Brodkin stated that the same issues have been discussed over and over for the past 11 years. There has been some progress in the last six months but not much. The Commission needs to find a mechanism for getting written reports on a regular basis. Chief Jordan responded that he could not deny the deficiencies but that a lot has been accomplished in the past six months but that it will be a slow process to turn the system around.

Commissioner Loyce stated that material which is supposed to be produced is not produced in writing, it is difficult to hold someone accountable. Policy issues need to be presented to the Commission in writing for review.

Commissioner Davis emphasized the importance of getting written reports from staff.

Commissioner Schiraldi stated that the Commission would follow through on the items mentioned today which have deadlines attached to them.

Wilbur "Coach" Jiggets, Omega Boys Club, stressed the importance of soliciting input from counselors.

Ric Hyland stated that direct one-on-one supervision of people who are accountable to accomplish what is needed in the department has never happened. The only way the Commission will be able to hold people accountable is to hold the Chief accountable and for him to hold the people under him accountable and so on.

Commissioner Davis stated that it is the Commission's responsibility to evaluate the Chief and the Commission intends to do so. It is the Chief's responsibility to evaluate his staff. Whether the Chief does this is the business of the Commission, and if it is not done, it is the Commission's responsibility to do something about it.

Probation Services Grievance and Complaints Procedure:

Commissioner Schiraldi stated that at the July 11 Commission meeting Commissioner Pappas suggested that the Chief include in his report information on grievances handled by the Juvenile Justice Commission's Ombudsman. Commissioner Schiraldi met with Chief Jordan on this issue and the Chief provided him with a copy of the department's citizen complaint policy.

Judy Hogan stated that the policy was developed over the past year and is going through some minor revision now. It addresses citizen complaints against staff which cannot be resolved over the phone or in person. In such instances, the supervisor receiving the complaint sends the appropriate form to the complainant to fill out. Upon receipt of the completed form, the supervisor of the staff person in question initiates an investigation and prepare a report on the results of the investigation within 30 days. The staff person has the right to any written responses and access to the material presented.

Commissioner Schiraldi indicated that when he met with Chief Jordan he inquired whether the Public Defender's Office was aware of the policy so that they can assist clients with it. Ms. Hogan responded that all other departments in the building would receive a copy of the policy. Commissioner Schiraldi requested that each Commissioner be provided with a copy.

Commissioner Pappas stated that the policy satisfies his earlier concern and requested that the information be on file and available to the Commission to review.

Commissioner Yamaguchi asked who will be privy to examining the complaints that are filed and will complainants be apprised of the disposition. Ms. Hogan stated that policy stipulates that the complainant will receive the results of the investigation. Mr. La Plante pointed out that under 830.7 of the Penal Code the documents are confidential. Complainants can be told of the disposition, e.g., complaint was unfounded, complaint was sustained, but not what action has been taken. They cannot have access to the investigation unless they file a law suit in Superior Court.

Questions and discussion around the policy covered a myriad of issues such as oversight to assure resolution of complaints, text of the policy is easily comprehended by the public and is translated into other languages, the relationship and role of the Ombudsman in the procedure, the Commission's role in the process, impartial body to review complaints. Commissioner Schiraldi suggested that he, the Chief and the Ombudsman work on these issues and come up with some recommendations. Commissioner Loyce also volunteered to participate. After further discussion, it was decided that the meeting would be open to anyone interested in participating. Notices will be sent out when a date and time have been determined.

Mission and Goals Statement Update:

Commissioner Schiraldi stated that at a previous Commission meeting, the Commission charged Commissioners Schiraldi and Davis and Chief Jordan with developing a mission and goals statement. The three of them met and decided that before writing the statement to seek input from the community and staff. A brief questionnaire was developed and sent out to all department employees, individuals on the Commission mailing list and other interested individuals in the community. Questionnaire responses are due by August 6 and the matter will be calendared for discussion at the August 8 Commission meeting.

Roll Call to Introduce New Items:

Commissioner Schiraldi requested that the recommendations of Coleman Advocates be calendared for the August 8 meeting.

Other Business:

Ric Hyland provided the Commission with a suggestion in writing regarding the implementation of policies.

Rich Perino provided the Commission with a verbal report of youth on various probation officers' caseloads who have graduated from high school and the pursuits and directions they are taking in their lives. Commissioner Davis said she appreciated hearing the report but requested a written report in the future. She also suggested that this type of information be shared with other youth in the system to show that young people do make it beyond YGC.

Adjournment: On motion by Commissioner Schiraldi, seconded and carried, the meeting was adjourned at 7:55 p.m.

Madeleine Licavoli

Madeleine Licavoli
Recording Secretary

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF REGULAR MEETING

Date: Wednesday, August 8, 1990

Time: 5:30 p.m.

Place: Cafeteria, Youth Guidance Center
375 Woodside Avenue

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AGENDA

I. Roll Call

II. Review of Minutes: July 25, 1990 Regular Meeting
Action: Adoption of Minutes

III. Public Comment

IV. Resolution to Utilize Community Alternatives in Lieu of Out-of-Home Placement and Secure Custody
Presentation: Coleman Advocates
Action: Vote on Approval

V. Mission Statement
Discussion

VI. Resolution re Letter of Support for Volunteer Center Grant
Action: Vote on Approval

VII. Chief Probation Officer's Report

VIII. Roll Call to Introduce New Items

IX. Other Business

X. Adjournment

JUVENILE PROBATION COMMISSION

August 8, 1990

The Minutes of this meeting are missing.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF EXECUTIVE SESSION
(Closed to Public)

Date: Wednesday, August 15, 1990

Time: 5:30 p.m.

Place: Main Conference Room
Youth Guidance Center
375 Woodside Avenue

AGENDA

To discuss evaluation process for Chief Probation Officer

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF REGULAR MEETING

AUGUST 22, 1990 - 5:30 PM
YOUTH GUIDANCE CENTER
375 WOODSIDE AVE. CAFETERIA
SAN FRANCISCO, CA. 94127

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I. ROLL CALL

II. REVIEW OF MINUTES

III. CONSENT CALENDAR
1. Resolution to Support Candlelight Vigil in Support of the World Summit on Children
2. Letter to Support Resolution on Log Cabin Ranch Facility Emergency Water Rights Acquisition

IV. Chief Probation Officer's Report

V. Public Comment

VI. Roll Call to Introduce New Items

VII. Other Business

VIII. Adjournment

JUVENILE PROBATION COMMISSION

August 22, 1990

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JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

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NOTICE OF REGULAR MEETING

Date: Wednesday, September 12, 1990

Time: 5:30 p.m.

Place: Cafeteria Youth Guidance Center
375 Woodside Avenue

AGENDA

1. ROLL CALL

2. REVIEW OF MINUTES

3. REPORTS ON THE STATUS OF ASBESTOS REMOVAL AT YOUTH GUIDANCE CENTER
   A. Jim Buker Senior Architect Department of Public Works
   B. David Rizzolo Asbestos Program Manager Department of Public Health

4. CHIEF PROBATION OFFICER'S REPORT
   A. Unit Management

5. REPORT ON WOODSIDE LEARNING CENTER - Gloria Burchard

6. REPORT FROM FINANCE COMMITTEE - 1990-91 Budget
   Action: Vote on Approval

7. AMENDMENT TO RULES OF ORDER
   Frequncy of Commission Meeting - Action: Vote on Approval

8. PUBLIC COMMENT

9. ROLL CALL ON NEW ITEMS

10. OTHER BUSINESS

11. ADJOURNMENT

JUVENILE PROBATION COMMISSION

September 12, 1990

The Minutes of this meeting are missing.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, California

NOTICE OF EXECUTIVE SESSION
(Closed to Public)

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Date: Wednesday, October 3, 1990

Time: 5:30 PM

Place: Main Conference Room
Youth Guidance Center
375 Woodside Avenue

AGENDA

1. Evaluation process for Chief Probation Officer

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

10/90

NOTICE OF REGULAR MEETING

Date: Wednesday, October 10, 1990

Time: 5:30 p.m.

Place: Cafeteria Youth Guidance Center
375 Woodside Avenue

AGENDA

I. ROLL CALL

II. REVIEW OF MINUTES

III. ROLE OF THE COMMISSION
1. Presentation by the City Attorney's Office

IV. REPORT ON THE STATUS OF CAPITAL IMPROVEMENT PLANNING AT YGC
1. The Jefferson Company

V. REPORT ON THE STATUS OF PENDING LAW SUITS AGAINST YGC
1. Presentation by Lori Giorgi-Deputy City Attorney

VI. REVIEW OF STUDY ON DETENTION CRITERIA
1. Presentation by David Steinhart - NCCD

VII. CHIEF PROBATION OFFICER'S REPORT
1. 1990-91 Supplemental Budget Request - Action: Vote on Approval
2. Update on Asbestos Abatement Work
3. Report on the 9/26/90 Escape from Juvenile Hall
4. Report on the 9/9/90 Incident at Log Cabin Ranch
5. Proposed Rewrite/Restructure of Log Cabin Ranch

VIII. CONSENT CALENDAR - Action: Vote on Approval
1. Motion to Support Friends of Juvenile Probation Commission Resolution
2. Motion to Support Declaration of Emergency at Hidden Valley Ranch (to repair generator)

IX. REPORT FROM FINANCE COMMITTEE
1. Motion to Adopt a Process for Developing 1991-92 Budget - Action: Vote on Approval
2. Motion to Submit a Supplemental Budget Action: Vote on Approval

X. REPORT FROM PROGRAM COMMITTEE
1. Motion to Support Resolution on Work Programs at Log Cabin Action: Vote ond Approval
2. Motion to Create a Task Force on Log Cabin Ranch Action: Vote on Approval

XI. ROLL CALL ON NEW ITEMS

XII. OTHER BUSINESS

XIII. ADJOURNMENT

JUVENILE PROBATION COMMISSION

October 10, 1990

The Minutes of this meeting are missing.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, California

NOTICE OF REGULAR MEETING

Date: Wednesday November 14, 1990

Time: 5:30 PM

Place: Main Conference Room
Youth Guidance Center
375 Woodside Avenue

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AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. CHIEF PROBATION OFFICER'S REPORT
A. Presentation by Florence Stroud, Acting Director of Health Dept., Cooperative Agreements for Drug Abuse Treatment Projects

B. Presentation by Jack Green ACA Policy & Procedures

C. Plans for the $100,000 Set Aside Funds

D. Asbestos Abatement Update

E. Announcement of 4 Managerial Positions

IV. PRESENTATION BY KEITH CHOY, Mayor's Office of Children Youth & Their Families

V. PUBLIC COMMENT

VI. COMMISSION MEETING SITE
ACTION: Determination and Approval of Meeting Site

VII. REPORT FROM FINANCE COMMITTEE

VIII. REPORT FROM PROGRAM COMMITTEE

IX. PUBLIC COMMENT

X. OTHER BUSINESS

XI. ADJOURNMENT

JUVENILE PROBATION COMMISSION

November 14, 1990

The Minutes of this meeting are missing.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Ave.
San Francisco, CA
AGENDA

NOTICE OF EXECUTIVE SESSION
CLOSED TO THE PUBLIC

DATE: Tuesday, November 27, 1990
TIME: 4:00 PM
PLACE: MAIN CONFERENCE ROOM

I. PERSONNEL MATTERS

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Ave.
San Francisco, CA

NOTICE OF PUBLIC MEETING

SPECIAL FULL COMMISSION MEETING

AGENDA

DATE: Wednesday, November 28, 1990
TIME: 5:30 PM
PLACE: South East Community Facility
1800 Oakdale Ave.
San Francisco, CA 94124
(x Street is Phelps Street and West 3rd)

I. Juvenile Probation Department - Mission Statement

II. New Site For Juvenile Probation Commission Meetings
ACTION ITEM

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JUVENILE PROBATION COMMISSION

November 28, 1990

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF REGULAR MEETING

DECEMBER 12, 1990 - 5:30 PM
YOUTH GUIDANCE CENTER
375 WOODSIDE AVE. CAFETERIA
SAN FRANCISCO, CA. 94127

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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

III. CONSENT CALENDAR -ACTION ITEM; VOTE ON APPROVAL
1. Resolution to Support Use and Expansion of Community Based Programs
2. Support of Resolution on Prop 86 Deferred Maintenance

IV. CHIEF PROBATION OFFICER'S REPORT
1. Overview of Proposed 1991-92 Budget
2. Report on Recommendations from CYA on Security
3. CYA Prop. 86 Funds For Coed. Facility-S.F. County & San Mateo

V. MISSION STATEMENT- DRAFT PRESENTATION

VI. REPORT FROM FINANCE COMMITTEE

VII. REPORT FROM PROGRAM COMMITTEE

VIII. TASK FORCE ON LOG CABIN

IX. PUBLIC COMMENT

X. OTHER BUSINESS

XI. ADJOURNMENT

JUVENILE PROBATION COMMISSION

December 12, 1990

The Minutes of this meeting are missing.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF EXECUTIVE SESSION MEETING
(CLOSED TO THE PUBLIC)

DATE: December 19, 1990
TIME: 5:30 PM
PLACE: Conference Room Youth Guidance Center

AGENDA

I. BRIEFING BY CITY ATTORNEY ON PERSONNEL ISSUES
II. EVALUATION CHIEF PROBATION OFFICER

DEC 14 1990

City and County of San Francisco
Juvenile Probation Commission

Vincent Schiraldi, *President*
Gloria R. Davis, *Vice President*
James E. Loyce, Jr., *Commissioner*
Stephanie Mischak, *Commissioner*
Michael Pappas, *Commissioner*
Art Tapia, *Commissioner*
Michael Yamaguchi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Patricia Marrone
Executive Secretary

NOTICE OF REGULAR MEETIING

JANUARY 9, 1991 - 5:30 PM

PLACE: Ronald H. Born Auditorium
DEPT. OF SOCIAL SERVICES
170 OTIS STREET. AUDITORIUM
SAN FRANCISCO, CA. 94106

I. ROLL CALL

II. REVIEW OF MINUTES

III. MISSION STATEMENT-ACTION; VOTE ON APPROVAL

IV. REPORT FROM PROGRAM COMMITTEE

V. CHIEF PROBATION OFFICER'S REPORT
- A. Introduction of New Top Team Staff
- B. CORO Foundation Fellows Presentation
- C. Volunteer Coordinator Grant Presentation
- D. Policies and Procedures

JAN 9 1990

VI. RESOLUTION ON LOG CABIN CO-ED. PROPOSAL - ACTION; VOTE ON APPROVAL

VII. ELECTION OF NEW OFFICERS - ACTION; VOTE ON APPROVAL

VIII. PUBLIC COMMENT

IX. OTHER BUSINESS

VIII. ADJOURNMENT

(415) 753-7870 375 Woodside Avenue San Francisco, CA 94127

City and County of San Francisco
Juvenile Probation Commission

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Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Patricia Marrone
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MINUTES OF THE JANUARY 9, 1991 REGULAR MEETING

The regular meeting of the Juvenile Probation Commission was held on Wednesday, January 9, 1991 in the Ronald H. Born Auditorium, Dept.of Social Services, 170 Otis Street, San Francisco.

Commissioner Present: Gloria Davis (Vice President), James Loyce, Jr., Stephanie Mischak, Michael Pappas, Vincent Schiraldi, (President) Art Tapia, Michael Yamaguchi.

CALL TO ORDER: Commissioner Schiraldi called the meeting to order at 5:40 PM

Item I. Roll Call: Roll was called and all Commissioners were present except for Commissioner Mischak who arrived at 6:20 PM.

Item II. APPROVAL OF MINUTES: The minutes of the December 12, 1990 regular meeting were amended to reflect that Commissioner Schiraldi was present. The minutes were unanimously approved as amended.

Item III. MISSION STATEMENT: The executive secretary read the draft of the Mission Statement: **The purpose of the Juvenile Probation Department of San Francisco is to protect the public by providing for the treatment and rehabilitation of those youth of San Francisco who have been identified and referred by the courts, enabling them to lead productive, crime free lives and to realize their full potential. The Department will accomplish this in the least restrictive manner commensurate with public safety and while working with the family of the youth whenever possible.**

Commissioner Tapia moved that the Mission Statement be approved. The motion was seconded by Commissioner Loyce.

Chief Jordan stated that he was in agreement with the Mission Statement as written.

City and County of San Francisco
Juvenile Probation Commission

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CALL TO ORDER: Commissioner Schiraldi called the meeting to order at 5:40 PM

Item I. Roll Call: Roll was called and all Commissioners were present except for Commissioner Mischak who arrived at 6:20 PM.

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Commissioner Tapia moved that the Mission Statement be approved. The motion was seconded by Commissioner Loyce.

Chief Jordan stated that he was in agreement with the Mission Statement as written.

Public Comment: Peter Bull from Coleman Advocates stated that he was in favor of the Mission Statement as drafted.

Deputy Mayor Gayle Orr-Smith stated that it was an excellent statement and that it captures what the mission of the Department.

Commissioner Tapia stated that he supported the Mission Statement as written and that it.reflects state law. He thanked all the many people who participated in drafting it.

Commissioner Pappas asked for the City Attorney's office to comment on whether or not this Mission Statement would legally bind the Department and put us at risk for suit.

Lori Giorgi, Deputy City Attorney stated that the Mission Statement was setting forth policy and would not put the Department at risk for liability. She stated that this Mission Statement was consistent with the legislative intent of the health and welfare code and could not be used against the Department due to the fact that it is the judge who has the final say as to where a child is placed.

The Mission Statement was unanimously adopted.

Item IV. Report From Program Committee : Commissioner Loyce, Chairman of the Program Committee, reported that the first item heard at the Program Committee was a proposal to create a secure detention program at Log Cabin Ranch for females. He stated that this item was moved on to the full Commission without recommendation. He stated that Item II was a resolution on serving youth in the least restrictive manner. He stated that the Program Committee voted to move this resolution to the full Commission with a do pass recommendation. Commissioner Loyce asked Ms. Giorgi to answer a question that was raised at the Program Committee regarding the legal liability of this resolution for the Department.

Ms. Giorgi, stated that the resolution was fine and she recommended that it be amended to state that we will endeavor to provide these services in the least restrictive setting.

Commissioner Loyce accepted the suggestion for amending the resolution.

Chief Jordan stated that he agreed with the resolution.

Item IV. Chief Probation Officer's Report: A. Chief Jordan introduced four of his five top executive team. Each of these new staff members introduced themselves and talked briefly about their background.

The Commission welcomed all of the new management team members.

Commissioner Schiraldi commended Chief Jordan on the hiring process and he expressed congratulations to each of the new staff.

Chief Jordan expressed thanks to the many community people who were involved in the hiring process.

B. Chief Jordan introduced the Coro Foundation fellows. Each of the four Coro Fellow introduced themselves and spoke briefly.

Commissioner Davis stated that the Commission was delighted to have the Coro Fellows with us and welcomed them.

C.Chief Jordan introduced Dr. Clayborn to explain the volunteer grant and thanked her for finding office space for the Coro Fellows. He stated that the Mayor's Office of Community Development has granted a position to the Volunteers Center of San Francisco which will out station that person to us.

Dr. Clayborn stated that the Volunteers Center will place a staff person at the Youth Guidance Center for nine months. She stated that if the project is successful, the position will be granted in subsequent years. She stated that the position will be supervised by the Director of Community Services, Cheyenne Bell, and that recruitment to fill the position will begin this week. This person will help us develop volunteer activities in the community and will work with the Coro Fellows.

D.Dr. Clayborn reported on policies and procedures and stated that the American Correctional Association obtained a grant from the Office of Juvenile Justice Delinquency and Prevention to provide us with technical assistance on writing our policies and procedures. Jack Green will be returning in April to work with us.

Commissioner Yamaguchi inquired about the time table on the development of polices and procedures.

Dr.Clayborn responded that we are roughly on target. She stated that the new management team will meet with the committee on policies and procedures and revise our time table.She state we will need approximately $5,000 to $10,000 just to xerox and begin our training process.

Chief Jordan referred to the report entitled New Beginnings distributed to Commission members and stated that it is a year end review of the Department's accomplishments. He summarized the report and stated that during 1990 we converted four key positions to exempt positions, we added a Director of Community Services, and we hired these five new positions. He stated that we reduced the average daily population at juvenile hall from 123 to 111 in 1990 and we have a bed savings policy in place that we hope will reduce the population even further. He stated that we have begun to restructure Log Cabin Ranch. We have begun work on policies and procedure and unit management training in Juvenile Hall. He stated that we have a commitment from Kaiser Foundation for $55,000 of a needed $179,000 to do a needs assessment and that we received $100,000 from the reserve fund for the purpose of expanding community based programs.

Commissioner Tapia asked why the Commission had not received the monthly data report.

Chief Jordan responded that it was an over site and will be included next month.

VI.Resolution on Log Cabin Chief Jordan stated that he believed it would be in our best interests to develop a coeducational program at Log Cabin because we have a targeted group of serious female offenders who we previously sent to Contra Costa County's locked facility. He stated that Contra Costa County has had budget problems and closed the facility. He stated this would allow us to keep these juveniles close to our county and that since the facility has closed in Contra Costa, we have had to do more out of home placement which may not be appropriate for the serious offenses of these girls. He stated that last year we placed six girls in Contra Costa . He stated that keeping these girls close to us would also allow us to work with the families and that the proposal would also allow us to enter into a partnership with another county to serve this population. For all of these reasons he urged the Commission to pass the

resolution. Chief Jordan introduced Ms. Finley, Director of Log Cabin Ranch.

Ms. Finley stated that she has worked at a coeducational correctional facility in Minnesota of 168 bed, twenty-four of which were for female offenders who were chronic repeat runaways.She stated that many of these girls need sexual abuse counseling and that these difficult issues need to be dealt with in a setting where they can't run away. She stated that the number of escapes that have happened at Log Cabin Ranch in the past will be her top priority as an administrator.

Chief Jordan introduced Pat Grice, Manager of Business and Finance, who read and explained the resolution (attached). She stated that although the resolution mentions S.F.County putting up a match, we have designed the grant so that there would actually be a net reimbursement back to the City of funds we have already spent at Log Cabin Ranch.

Ms. Giorgi stated that they have been working with the Mayor's Office to help insure that the money for the match is there and that the figures are correct.

Commissioner Davis inquired as to the position of the Mayor's Office on allocating these funds.

Deputy Mayor Gayle-Orr Smith stated that this bond had been long awaited and anticipated and our ability to meet the match requirement is part of the budgetary process.

Commissioner Mischak inquired of the Mayor's Office if the commitment was there for funds for the ongoing program costs and operating expenses.as well.

Deputy Mayor Gayle Orr-Smith stated that she couldn't speak to that since we do anticipate a cut in state revenue. She stated that it would require that we juggle the resources that we do have to offset these cuts and fund such a program.

Commissioner Mischak stated that this would require a policy decision to support a secure program for girls over the decision to support community based programs.

Deputy Mayor stated she didn't think you would have to target community based programs but it would have to be juggled from the entire Department budget and

would be at the discretion of the Commission with some involvement of the Mayor's office.

PUBLIC COMMENT Rich Perino stated that the reason we used Contra Costa County is because it was a locked facility. He stated that if we are going to replace Contra Costa it must be with a locked facility. He opposed the proposal.

Peter Bull stated that he is opposed to this proposal and that the cost of operating this facility was prohibited given what we could purchase in services in the community. He stated that we need do a profile of who this population is so that we can best design programs for them. He stated that girls run away for a variety of reasons including the need for affective drug treatment programs.

Ellen Barry, Executive Director of Legal Services for Prisoners with Children, stated that she has worked extensively with female prisoners and juvenile girls for thirteen years. She stated that she opposed to this proposal and advocated for the Department to utilize community based programs. She stated that there is ample documentation that community based programs for girls reduce recidivism. She recommended that some of those programs, including the Elizabeth Fry Center in San Francisco and the Mother Infant Care Program in Oakland, be examined before this resolution is adopted.She stated we should not adopt this proposal because it would result in locking up more girls who would be better treated in community based settings.

Claudia Wright, staff attorney of the Youth Law Center, stated that before she came to the Youth Law Center she worked as the staff attorney for the ACLU Prison Project in Washington D.C. and specialized in juvenile and women prisoners. She stated that she was very concerned about one of the rationales for this proposal which is that the Commission might be sued on an equal protection basis because of sex discrimination. She stated that there is great concern among the community of lawyers not to bring suit that would result in this type of proposal or further institutionalization for people for whom that is clearly inappropriate. She stated that this is an attempt to place girls in a program that is designed for boys without careful assessment of the needs of the girls. She recommended that a program be developed to address the needs of this population.She stated this program will end up with the girls being prisoners within a prison as has happened in other jurisdictions with coed facilities. She stated that the need to keep the boys away from the girls results in girls not having equal access to programing within the facility.which presents a more

serious possibility for legal liability than having nothing at all.

Sharon Johnson, Executive Director of the Commission of the Status of Women stated that the Commission issued a report in May which included stating the need for equality for girls in the criminal justice system. She stated that the spirit of the report equality means quality and my understanding of the young men who are at Log Cabin Ranch if we brought in the young girls would become prisoners within already existing prison. She stated she would be willing to work with us a review the proposal for program for girls.

Carol Callen, representing Coleman Advocates, stated that the threshold for what is meant by serious offender for girls is a lot lower than it is for boys.She stated that this makes it especially important to understand the profiles of the girls for whom this would be intended. She stated that Log Cabin Ranch could be one option but it would not be the best option and that Coleman would like to see a community based, staff secure program for these girls in San Francisco.

Steve Cohen, Regional Director of Volunteers in Parole, stated that Log Cabin has had severe problems over the past five years and in 1989 the graduation rate was 43% and in 1990 it was 30%. He stated that the energies of the Department should be concentrated on improving the program and that it does not sound like an appropriate place to put these young women. He stated that he has worked both with the Elizabeth Fry Center and the Mother Infant Care Program in Oakland and that the reason they are so successful is that they are in the community and have access to services and training in the community.

Jene Hadley of the Juvenile Delinquency Prevention Commission stated that her Commission shares the concerns regarding the need for the most appropriate treatment.

Commissioner Tapia stated that he is opposed to the proposal. He stated that we must not be driven by the existence of Federal or State money. He stated that he appreciates Chief Jordan's efforts and he is not trying to discourage the staff's efforts in developing solutions to this problem. He stated that Chief Jordan is to be commended for trying to address this problem and should continue in a different way,.

Commissioner Yamaguchi stated that he supported the resolution because he hasn't heard of any community based program coming forth to address this program. He stated that this isn't the final work on this proposal and there was a lot of

time to shape the program. He supported the Chief's proposal. to go forth with

Commissioner Pappas stated that he supported the proposal because these girls were failures in every other placement. He stated that the diminishing success rate at Log Cabin is due to the fact that we have more people who would have been sent to the California Youth Authority in the past.

Commissioner Loyce stated he was opposed to the proposal because there is a genuine question as to the currant effectiveness of Log Cabin Ranch. There has not been any time for evaluation of the program changes that are being made and given that, it is premature to place girls there. He stated that the program proposal does not articulate any culturally sensitive treatment for young women. or gender based programing. He stated that we should not go after money just because it is available. We must instead be driven by our own agenda instead of the availability of funds.

Commissioner Davis stated that this proposal does not address the educational needs of girls.

Commissioner Schiraldi stated that he too was opposed to the resolution because it seemed to fly in the face of the resolution we passed last month and the one that we will pass next month. He stated that it was not necessarily so that having the availability of a secure facility to for girls would preclude them from being sent to out of state placements since people are sent to such places even when secure programs are availability.He stated that these girls are not placeable because we have not developed the intermediate options that are necessary in the community. He stated that he would support the development of a small staff secure program in the community that could either be run by the Department or a non-profit and that AFDC funds would pay for it. He stated that his vote against this should not dampen the enthusiasm of new staff.

The question was called: Commissioner Davis -No, Commissioner Loyce No, Commissioner Mischak - No, Commissioner Schiraldi -No, Commissioner Tapia - No Commissioner Pappas - Aye, Commissioner Yamaguchi - Aye

Commissioner Schiraldi announced that Commissioner Mischak had been excused from the remainder of the meeting.

VII. Election of New Officers Commissioner Davis placed the name of

Commissioner Loyce in nomination as the President of the Commission. The motion was seconded and unanimously approved

Commissioner Davis placed the name of Commissioner Yamaguchi in nomination as the Vice-President of the Commission. The motion was seconded and unanimously approved.

Commissioner Schiraldi stated that in nine months the Commission has learned a lot. He stated that we have greatly improved the functioning of the Commission and have establish by-laws, meeting rules, committees and a task force structure which has resulted in smoother functioning of meetings. He stated that the Commission declared a state of emergency and began to deal with the physical plant. He state that further achievements included getting the five managers positions declared exempt. He stated that even though we were defeated on Prop B we got nearly 6 out of every 10 votes in favor which is a vote for a smaller facility which is a mandate to expand community programs. He stated that we will return to the voters with community based programs in place and with a bond for a facility no larger than what Prop B proposed. Her thanked all of the community members and staff Chief Jordan and all of the Commission members for their efforts and hard work.

He stated that the greater challenge is still to move the Department in the direction of our mission, our resolution on the expansion of community based programs and treatment of our youth in the least restrictive manner. He stated that we still over incarcerate as the count in Juvenile Hall is roughly the same as when we started and no new programs have come on line. He stated that over incarceration does not serve the ends of public safety insofar as youth unnecessarily detained leave our facilities with a more hardened criminal self concept and become more criminally sophisticated. He stated that insofar as African American males are grossly over represented in our detention population, our overuse of lock-up is doubly reprehensible.

He stated that he will devote the coming months of his membership on this commission to addressing these issues and wishes President Loyce and Vice President Yamaguchi well.

Commissioner Davis stated that she too felt the Commission had grown greatly and that she appreciated the commitment of Commissioner Schiraldi to the Commission and the commitment of all of the other members. She stated that we would

continue to grow that we are going to serve the population of young people more effectively. She stated that she particular appreciated Commissioner Schiraldi's statement about overreliance on incarceration.

Public Comment: Rich Perino stated that the Mission Statement is inaccurate because juveniles are not referred by the courts. He stated it might confuse some Probation Officers. He stated that it should contain the phrase the best interest of the minor. He stated that it sometimes is in the best interests of the minor to place him in the most restrictive setting.

He stated that the handed out he provided to the Commissioners on juvenile arrest in California indicates that San Francisco is 50% higher than the state average. He stated that San Francisco has made every effort to avoid sending kids to the Youth Authority and used Log Cabin and private placements as the alternative. He stated that we've had an experiment for the last year of alternative to detention and that it is not working. He stated that the California Youth Authority has extensive resources to provide services to youth and that we could avail these services to our youth by sending them to CYA for their best interest.

Commissioner Davis moved for adjournment

Meeting adjourned 8:20 PM

Submitted by:

Patricia Marrone
Executive Secretary.

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City and County of San Francisco
Juvenile Probation Commission

Vincent Schiraldi, *Commissioner*
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Patricia Marrone
Executive Secretary

NOTICE OF REGULAR MEETING

FEBRUARY 13, 1991 - 5:30 PM
DEPT. OF SOCIAL SERVICES
170 OTIS STREET. AUDITORIUM
SAN FRANCISCO, CA. 94106

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

I. ROLL CALL

II. REVIEW OF MINUTES

III. PROPOSED 1991-92 BUDGET ACTION, VOTE ON APPROVAL
- A. Overview, Chief Probation Officer
- B. Report from Finance Committee
- C. Public Comment

IV. CHIEF PROBATION OFFICER'S REPORT
- A. Presentation on Proposed Bond Measure - Discussion Only
- B. Report on Coro Foundation Fellows
- C. Report on CYA Inspection of Log Cabin and Juvenile Hall
- D. Effects of Mayor's Hiring Freeze

V. RESOLUTION ON LEAST RESTRICTIVE FORM OF TREATMENT ACTION, VOTE ON APPROVAL

VI PUBLIC COMMENT

VII. OTHER BUSINESS

VIII. ADJOURNMENT

(415) 753-7870 375 Woodside Avenue San Francisco, CA 94127

JUVENILE PROBATION COMMISSION

February 13, 1991

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Patricia Marrone
Executive Secretary

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20/91

NOTICE OF EXECUTIVE SESSION MEETING

CLOSED TO THE PUBLIC

FEBRUARY 20, 1991
5:30 PM - YOUTH GUIDANCE CENTER
MAIN CONFERENCE ROOM

AGENDA

I. Water Rights at Log Cabin Ranch

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City and County of San Francisco
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Executive Secretary

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PECIAL

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 Woodside Avenue
San Francisco, CA 94127

NOTICE OF SPECIAL MEETING

FEBRUARY 27, 1991 - 5:30 PM
DEPT. OF SOCIAL SERVICES
170 OTIS STREET. AUDITORIUM
SAN FRANCISCO, CA. 94106

I. PROPOSED YGC BOND MEASURE, NOVEMBER 1991-ACTION, VOTE ON APPROVAL
   A. PRESENTATION CHIEF PROBATION OFFICER
   B. PUBLIC COMMENT

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JUVENILE PROBATION COMMISSION

February 27, 1991

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City and County of San Francisco
Juvenile Probation Commission

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Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Patricia Marrone
Executive Secretary

AGENDA

NOTICE OF REGULAR MEETING
THURSDAY MARCH 21, 1991 5:30 PM

PLACE: Ronald H. Born Auditorium
DEPART. OF SOCIAL SERVICES
170 OTIS STREET AUDITORIUM
SAN FRANCISCO, CA. 94106

I. ROLL CALL

II. REVIEW OF MINUTES

III. AMENDMENTS TO RULES OF ORDER-ACTION; VOTE ON APPROVAL

IV. REPORT FROM PROGRAM COMMITTEE
a. Out-Of-Home Placement

V. PRESENTATION OF AWARD TO SUPERVISOR NANCY WALKER

VI PRESENTATION ON COMMUNITY BASED PROGRAMING by Ira Schwartz, Director Center for the Study of Youth Policy of Michigan and Judge Frank Orlando of Boward County, Florida

VII. CHIEF PROBATION OFFICER'S REPORT
a. Proposed Bond Measure for Construction of New YGC- Progress Report

VIII. PUBLIC COMMENT

IX. OTHER BUSINESS

X. ADJOURNMENT

(415) 753-7870 375 Woodside Avenue San Francisco, CA 94127

JUVENILE PROBATION COMMISSION

March 21, 1991

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Patricia Marrone
Executive Secretary

AGENDA

NOTICE OF SPECIAL MEETING
WED., MARCH 27, 1991 5:30 PM

PLACE: Ronald H. Born Auditorium
DEPART. OF SOCIAL SERVICES
170 OTIS STREET AUDITORIUM
SAN FRANCISCO, CA. 94106

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I. ROLL CALL

II. DECLARATION OF STATE OF EMERGENCY AT LOG CABIN RANCH - ACTION: VOTE ON APPROVAL

III. PROPOSED BOND MEASURE FOR CONSTRUCTION OF NEW YGC - ACTION; VOTE ON APPROVAL

(415) 753-7870 375 Woodside Avenue San Francisco, CA 94127

JUVENILE PROBATION COMMISSION

March 27, 1991

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Fred E. Jordan, Jr.
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Patricia Marrone
Executive Secretary

NOTICE OF REGULAR MEETING

APRIL 10, 1991 - 5:30 PM
DEPT. OF SOCIAL SERVICES
170 OTIS STREET. AUDITORIUM
SAN FRANCISCO, CA. 94106

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I. ROLL CALL

II. REVIEW OF MINUTES

III. CHIEF PROBATION OFFICER'S REPORT
A. UPDATE ON LOG CABIN RANCH WATER EMERGENCY
B. REQUEST FOR SUPPLEMENTAL APPROPRIATION 1990-91.
ACTION≤ VOTE ON APPROVAL

IV. REPORT FROM PROGRAM COMMITTEE
A. RESOLUTION ON USE OF OUT OF HOME PLACEMENT-ACTION;
VOTE ON APPROVAL

V. 1991-91 JUVENILE PROBATION DEPARTMENT BUDGET PROPOSAL
A. PRESENTATION BY CHIEF PROBATION OFFICER ON REQUEST FOR
5%-10% CUTS
B. PUBLIC COMMENT

VI. PRESENTATION BY STEVE COHN - REPORT ON VISIT TO OUT
OF STATE PROGRAMS

VII. PUBLIC COMMENT

VIII. ROLL CALL TO INTRODUCE NEW ITEMS

IX. ADJOURNMENT

(415) 753-7870 375 Woodside Avenue San Francisco, CA 94127

JUVENILE PROBATION COMMISSION

April 10, 1991

The Minutes of this meeting are missing.

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
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Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*
Art Tapia, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Patricia Marrone
Executive Secretary

NOTICE OF REGULAR MEETING

May 8, 1991 - 5:30 PM
DEPT. OF SOCIAL SERVICES
170 OTIS STREET. AUDITORIUM
SAN FRANCISCO, CA. 94106

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PUBLIC LIBRARY

I. ROLL CALL

II. REVIEW OF MINUTES

III. CHIEF PROBATION OFFICER'S REPORT

IV. REPORT FROM PROGRAM COMMITTEE
A. RESOLUTION ON INSPECTIONS OF JUVENILE HALL-ACTION; VOTE ON APPROVAL
B. RESOLUTION ON EVALUATION OF COMMUNITY PROGRAMS-ACTION; VOTE ON APPROVAL

V. PRESENTATION ON SPECIAL PROGRAMS FOR YOUTH - DR. JANET SHALWITZ
a) YOUTH ADVOCATES - TEEN HIV PROGRAM

VI. PUBLIC COMMENT

VIII. ROLL CALL TO INTRODUCE NEW ITEMS

IX. ADJOURNMENT

(415) 753-7870 375 Woodside Avenue San Francisco, CA 94127

JUVENILE PROBATION COMMISSION

May 8, 1991

The Minutes of this meeting are missing.

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Gloria R. Davis, *Commissioner*
Stephanie Mischak, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*
Art Tapia, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Patricia Marrone
Executive Secretary

NOTICE OF SPECIAL MEETING

Date: Wednesday, May 22, 1991
Time: 5:30 p.m.

Place: Youth Guidance Center
Main Conference Room
375 Woodside Avenue

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AGENDA

I. ROLL CALL

II. APPROVAL OF CONTRACTS FOR INTENSIVE HOME BASED SUPERVISION

1. Morrisana West
2. OMI Pilgrim Community Center
3. Asian Youth Center
4. Potrero Hill Neighborhood House
5. Bay View Hunters Point Youth Services

JUVENILE PROBATION COMMISSION

May 22, 1991

The Minutes of this meeting are missing.

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Government Information Center

City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Gloria R. Davis, *Commissioner*
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Vincent Schiraldi, *Commissioner*
Art Tapia, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Patricia Marrone
Executive Secretary

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NOTICE OF SPECIAL MEETING

June 6, 1991 5:30 PM
Main Conference Room
Youth Guidance Center
375 Woodside Ave.
San Francisco, CA 94127

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I. Roll Call

II. RESOLUTION DECLARING A STATE OF EMERGENCY AT LOG CABIN RANCH AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS TO TAKE NECESSARY MEASURES TO PERFORM NECESSARY WORK TO ABATE FIRE, HEALTH, LIFE SAFETY AND SEWAGE EFFLUENT HAZARDS AT LOG CABIN RANCH. ACTION; VOTE ON APPROVAL

JUVENILE PROBATION COMMISSION

June 6, 1991

The Minutes of this meeting are missing.

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Gloria R. Davis, *Commissioner*
Stephanie Mischak, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*
Art Tapia, *Commissioner*

NOTICE OF REGULAR MEETING

JUNE 12, 1991 - 5:30 PM
DEPT. OF SOCIAL SERVICES
170 OTIS STREET. AUDITORIUM
SAN FRANCISCO, CA. 94106

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Patricia Marrone
Executive Secretary

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I. ROLL CALL

II. REVIEW OF MINUTES

III. CHIEF PROBATION OFFICER'S REPORT

A. Proposal to Place a Memorial Placque in Honor of Ms. Fay Scott in the Multi-purpose Room
Action: Vote on Approval

B. Approval of Contracts for Intensive Home Based Supervision - Action; Vote on Approval

1. Asian Youth Center - $27,400
2. Bay View Hunters Point Youth Services - $ 29,643
3. Morrisania West - $28,243
4. OMI Pilgrim Community Center - $29,643
5. Potrero Hill Neighborhood House - $29,643

C Department's Policy on Recommendation for Placement of Youth to LCR

D. Department's Policy on Use of VisionQuest as a Placement Option

E. Response of Department to Allegation of Sabatage in Placement of Youth

F. Volunteer Case Management Program - Chet Hewitt

G. AB 90 Funds - Youth Assesment and Case Management System

H. Drug Grant Application; Office of Treatment Improvement - Janet Shalwitz, Director SPY

I. Removal of Bond Measure from Novemeber 91 Ballot

IV. REPORT ON STATUS OF OMBUDSMAN PROGRAM -Tom Rinaldo

V. Presentation on the Draft Plan for Coordinated Services for Children: Keith Choy, Director Mayor's Office of Children and Families

V. Public Comment

VII. New Business

VIII. Adjournment

(415) 753-7870 375 Woodside Avenue San Francisco, CA 94127

City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Gloria R. Davis, *Commissioner*
Stephanie Mischak, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*
Art Tapia, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Patricia Marrone
Executive Secretary

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MINUTES OF THE JUNE 12, 1991 REGULAR MEETING

The meeting was held at the Department of Social Services, Auditorium, 170 Otis Street, San Francisco

Commissioners Present: James E. Loyce, Michael Pappas, Michael Yamaguchi

I. Roll Call All Commissioners were present except for Commissioners Schiraldi and Davis who were excused from the meeting.

II. Approval of Minutes The minutes of March 27, 1991 an May 8, 1991 were approved.

III. Chief Probation Officers Report A. Proposal to Place a Memorial Plaque in Honor of Ms. Fay Scoot in the Multi-purpose Room Action: Vote on Approval. The motion was moved, seconded and unanimously passed.

B. **Approval of Contracts for Intensive Home Based Supervision - Action: Vote on Approval** The motion to approve contracts for Intensive Home based Supervisor was approved for the following amounts: 1. Asian Youth Center -$27,400 2. Bay View Hunters Point Youth Services - $29,643 3. Morrisania West - $28,243 4. OMI Pilgrim Community Center $29,643 5. Potrero Hill Neighborhood House - $29,643

C. **Department's Policy on Recommendations for Placement of Youth to LCR** Rosemary Finley reported on this suggest and reviewed to a memo she had sent to commissioners outline the currant criteria.

E. Response of Department to Allegations of Sabotage in Placement of Youth Nelba Chavez, Director of Probation Services reported that several allegation had been made by NCIA regarding sabotage of placement of youth in out of home placements by probation officers. She stated that her investigation had indicted that there were areas where the Department could do a better job but they found nothing to substantiate the allegations of . She stated that future complaints would be handled by an outside investigator.

Commissioner Loyce urged the Department to develop a formal and written process for complaints that are lodged against the Department.

D.Department's Policy on the Use of Visionquest as A Placement Option Chief Jordan reviewed the research by the Rand Corporation on Visionquest and stated that he would not recommend that the Department utilize Visonquest because of the potential for litigation. He stated that if such a placement was court ordered the Department would of course carry it out.

F. Volunteer Case Management Program Chet Hewitt reported that the program will be up and running by July. He invited Commissioners to review the project description that he had submitted to the Commission.

G. AB 90 Funds - Youth Assessment and Casemanagement System Ms. Bell reported that the necessary match that Kaiser Foundation has required in order to make their grant has been made through the Mayor's Council - AB 90 Funds. She stated that we will now be able to pilot this program.

Commissioner Loyce requested that the Department come back to the Commissioner with the name of the potential contractor and a scope of work.

H. Drug Grant Application: Office of Treatment Improvement Don Sanders read part of the abstract of the application which is a model demonstration project for drug treatment.

Commissioner Loyce requested a copy of the abstract or program summary.

I. Removal of Bond Measure from November 91 Ballot Chief Jordan reported that in consultation with the Mayor's Office and the Juvenile Probation Commission, the Bond Measure has been removed from the November Ballot. He stated that more time was needed to build a consensus in the community..

IV Report on Status of Ombudsman Program Tom Rinaldo reported that this program started up one year ago and has made a lot of progress in furthering better communication between youth, families and staff at the Juvenile Hall. He areported that funding for this program would expire in July of this year unless a
some other source of funding is found.

Commissioner Loyce and the other Commissioners asked what they could do to support the continuance of this program and offered to write letters or do whatever was necessary to support continuing this effort.

V. Presentation on the Draft Plan for Coordinated Services for Children This item was tabled and put over until the next meeting.

VI. Public Comment The Kosmic Lady representing the Mother Earth Rental Association made a presentation about the endanger of the species.

Carol Callen from Coleman Youth Advocates stated the placement policy of Log Cabin Ranch seems to be increasing placement of lighter weight youth are being placed at Log Cabin Ranch and the youth who would have otherwise gone to LCR are being sent to CYA. She stated her objection to this policy and urged the Commission to review it. She stated that she hoped that the Commission would commit to keeping as many youth as is possible out to the California Youth Authority. She stated that Coleman also supported the Ombudsman program for the sake of the kids and the integrity of the Department.

Terry Twing representing Ed Vasgerdsian, a probation officer read a statement opposing the use of Visionquest as a placement option.

Granville Hogg representing the Supervising Counselors Association stated his support for the Ombudsman Program.

New Business Commissioner Loyce stated he was In receipt of a letter from Terry Twing, President of the Probation Officers Association, regarding a conflict of interest. Commissioner Loyce stated that he would turn the matter over to the City Attorney for review as soon as Commissioner Schiraldi responds and ask the City Attorney to present information at a future meeting.

Commissioner Loyce announced the resignation of the Executive Secretary and thanked her for her efforts and work.

Adjournment Meeting adjourned at 7:30 PM

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127
415/753-7870

NOTICE OF REGULAR MEETING

JULY 10, 1991
DEPARTMENT OF SOCIAL SERVICES
170 OTIS STREET - AUDITORIUM
SAN FRANCISCO, CA 94103

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JUL 8 1991
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I. ROLL CALL

II. REVIEW OF MINUTES

III. INTRODUCTION OF NEW COMMISSIONER

IV. CHIEF PROBATION OFFICER'S REPORT

A. JUVENILE HALL FOOD SERVICE PROGRAM

B. RESOLUTION ON CONTRACT WITH DEPARTMENT OF THE YOUTH AUTHORITY
ACTION: VOTE ON APPROVAL

C. RESOLUTION ON CONTRACT WITH COMMUNITY-BASED AGENCIES
ACTION: VOTE ON APPROVAL

D. PLAN TO REVOLUTIONIZE THE TREATMENT OF TROUBLED YOUTH AND RESTRUCTURE THE ADMINISTRATION OF JUSTICE, THE CONTINUUM OF CARE PHASE

E. STATUS OF JUVENILE PROBATION DEPARTMENT BUDGET

IV. UJIMA PROJECT PROGRAM REPORT AND DESCRIPTION - REVEREND MARTIN GRIZZELL

V. DRAFT PLAN FOR COORDINATED SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES - KEITH CHOY

VI. PUBLIC COMMENT

VII. ROLL CALL TO INTRODUCE NEW ITEMS

VIII. ADJOURNMENT

JUVENILE PROBATION COMMISSION

July 10, 1991

The Minutes of this meeting are missing.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127
415/753-7870

NOTICE OF REGULAR MEETING

AUGUST 14, 1991
5:30 P.M.
DEPARTMENT OF SOCIAL SERVICES
170 OTIS STREET - AUDITORIUM
SAN FRANCISCO, CA 94103

I. ROLL CALL

II. REVIEW OF MINUTES

III. CHIEF PROBATION OFFICER'S REPORT

RESOLUTION: ACCEPTANCE OF MONETARY GIFTS FOR FOOD SERVICE PROGRAM
ACTION: VOTE ON APPROVAL

IV. RESOLUTION: LOCATION OF JUVENILE PROBATION COMMISSION MEETINGS
ACTION: VOTE ON APPROVAL

V. RESOLUTION: COMMUNITY EDUCATION
ACTION: FIRST READING

VI. JUVENILE SEX OFFENDER TREATMENT PROGRAM - RHONDA BAROVSKY

VII. PUBLIC COMMENT

VIII. ROLL CALL TO INTRODUCE NEW ITEMS

IX. ADJOURNMENT

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

MINUTES OF THE AUGUST 14, 1991 REGULAR MEETING

Note: Until very recently, the Commission has been without an Executive Secretary. As a result, the minutes of the July meeting have not yet been prepared. Although an audio record exists, i ts quality is poor and may take some time to transcribe. We appreciate your patience.

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375 Woodside Avenue San Francisco, CA 94127 (415) 753-7870

I. Roll Call (5:35 PM).

Commissioners present: Esperanza Echavarri, Agnes Chan, Gloria R. Davis, James Loyce, Michael Pappas, Vincent Schiraldi, Michael Yamaguchi.

Commissioner Agnes Chan was introduced and welcomed to her first meeting by Commissioner Loyce.

II. Review of minutes.

Deferred. In the absence of an Executive Secretary, minutes of the Commission's previous meeting had not been prepared for distribution.

Commissioner Loyce proposed a slight modification of the meeting's agenda to include important items which had not been included: report from the Program Committee (item IV). The amended agenda was accepted.

III. Chief Probation Officer's Report.

A. Improvements in ADP and length of stay.

The average daily population of 70 for the month of July set a record low.

Chief Jordan reported that the average length of stay for both young men and young women was just 9 days. He expressed his appreciation to staff for their good work. In addition, a report from last November revealed 15 stall vacancies. When Chief Jordan came in January, 1990 there were 15 counselor vacancies in Juvenile Hall alone.

B. Resolution to accept monetary gift.

Dr. Mead, Director of Juvenile Hall, presented a resolution to authorize the Probation Department to accept a donation to improve food service at Juvenile Hall. The resolution was submitted for Commission approval as required by County Administration. Dr. Mead described the new program as already launched, resulting in improved quality and quantity of food. Public testimony was solicited. There was none. The resolution passed. It was recommended that the Board of Supervisors adopt the

resolution.

C. Welcome to Commissioner Chan.

Chief Jordan welcomed Commissioner Agnes Chan to her first meeting of the Juvenile Probation Commission. This represents a joint appointment for Commissioner Chan as she is simultaneously serving as Commissioner to the Juvenile Justice Commission.

D. Continuum of Care Plan.

Chief Jordan requested the Commission's response to the Plan by the end of August. [See Item IX-A, introducing new items for the next meeting, which includes a request by the Commission for more time to formulate this response.]

IV. Program Committee Report.

Committee Chair, Commissioner Schiraldi, reported on 2 items discussed in Committee: evaluating out-of-home placements, and touring departmental facilities.

A. Evaluating out-of-home placements.

The need to develop a process for evaluating out-of-home placements was discussed. At the present time, Commissioner Schiraldi reported, probation officers individually monitor such placements. There is no clearly defined process. They agreed that separate evaluation instruments must be developed for each category of out-of-home placement–residential, new group home, shelter, and community-based.

B. Touring departmental facilities.

Former Commissioner Mischak's resolution requiring monthly tours by Juvenile Probation Commissioners, passed at the May meeting of the Juvenile Probation Commission, was referred to the Program Committee to determine how it could best be operationalized. Committee Chair Schiraldi gathered information as to the extent of current inspections conducted by other bodies [see the Program Committee Memo of August 14 from Commissioner Schiraldi] and investigated how the Juvenile Probation Commission could begin conducting its own inspections as unobtrusively as possible, being sensitive to issues of "over-inspection".

He recommended [full recommendations are contained in the August 14 Memo] that a rotating system of informal monthly tours by Commissioners, with a different Commissioner taking the tour each month accompanied by the Executive Secretary, be instituted. He also advised that guidelines need to be established for proper conduct while touring facilities (including effective crisis-management procedures), as well as general guidelines for the Commission review process.

V. Resolution on location of Juvenile Probation Commission meetings.

Commissioner Davis' resolution to conduct meetings of the Juvenile Probation Commission at the Juvenile Probation Department at 375 Woodside, effective September, was discussed. Commissioner Chan inquired as to the specific meeting space proposed. Commissioner Davis responded that the Chief Probation Officer could work with the Commission to insure Commission residency at 375 Woodside to be as comfortable as possible. Commissioner Loyce reinforced the general sentiment of the Commission that the Commission would be able to live with whatever conditions staff have to live with.

Commissioner Schiraldi offered a friendly amendment to the resolution to the effect that no fewer than 4 Commission meetings shall be held in the community at a location to be decided by majority vote of the Commission. This amendment was acceptable to Chief Jordan. The resolution passed.

VI. Resolution on Community Education [first reading].

This resolution, submitted by Commissioner Schiraldi, was discussed not as an action item, but as a first reading. Discussion centered on the question of disseminating the mission of the Commission to the community, as well as on the policy of educating the community about juvenile justice issues. It was referred to the September regular Commission meeting for decision. Commissioner Davis requested greater clarity as to language. Commissioner Echavarri inquired about the background to the resolution's development. Commissioner Schiraldi responded that he had offered it as an attempt to move the Commission towards a more proactive stance with the media in regard to public involvement. The resolution was not intended to define specific strategies. Commissioner Pappas questioned language in the second paragraph – "the community is in support of safe and effective community-based options" – and asked what evidence there was for this

statement. He expressed concern that an expression of support for "community-based options" could be misconstrued, that a possible conflict of interest with Commissioner Schiraldi's work responsibilities outside of the Commission might exist, rendering the Commission potentially vulnerable to legal action. Commissioner Davis thought the spirit of the resolution could be effectively captured by utilizing information obtained from facilities review reports to inform/develop community action strategies. Commissioner Schiraldi, by way of further explanation as to the resolution's background, added that Chief Jordan had in fact provided the inspiration through his outreach activities and presentations to community groups. President Loyce referred the resolution to the Program Committee for consideration.

VII. Juvenile Sex Offender Treatment Program.

At the invitation of Chief Jordan, Rhonda Barovsky presented information to the Commission on the Juvenile Sex Offender (JSO) Treatment Program. In existence since 1984, it is a free program available to Probation Officers which aims to break the cycle of abusive behavior. It serves 12-18 year-olds who are first-time sex offenders whose offense involved no use of physical force and who have attained a 4th-5th grade reading level. Their approach stresses the connections between offenders and victims, acknowledging that most offenders have themselves been victimized at some point. In response to a question from Commissioner Davis, Ms. Barovsky said that they have had only 1 repeat offender and that they have served 45-50 youth since 1985. Commissioner Pappas inquired as to the average number of youth seen at any one time, to which Ms. Barovsky replied 16-24. She elaborated that in the evolution of the program they have moved from an average 1-year treatment period per youth to a two-year treatment period, and that they now consider the length of treatment to be open-ended and will graduate youth only when they are ready. A key program component, she said, is psycho-educational--teaching the psychology of the victim/offender dynamic through a 12-18 week program. In response to a question by Commissioner Pappas, Ms. Barovsky said the program is funded by the State Department of Mental Health and the Department of Public Health. Commissioner Pappas went on to inquire whether women are ever referred to the program and received the reply "1 or 2 per year". However women are not accepted into the program, not only because the women offenders referred have displayed more serious psychological problems, she said, but also because peer or group therapy is their treatment modality of choice, and program resources are

insufficient to support the few women referred in this modality. Commissioner Echavarri brought up the issue of confidentiality related to youth disclosures. Ms. Barovsky said that during their strict in-take procedures they clearly explain to youth and parents their "waiver of confidentiality". So far, she said, they have never had to break a youth's confidentiality but she certainly will if necessary. Commissioner Davis asked if Ms. Barovsky could profile the youth in the program. Ms. Barovsky thought not. Commissioner Echavarri asked Ms. Barovsky to identify issues for inter-agency collaboration and to elaborate on the main problem areas staff has encountered in implementing the program. Ms. Barovsky identified five:

- No appropriate place to meet (preference would be a community agency)
- No way of tracking youth once they reach age 18
- No way of quantifying their success (due to the expense of evaluation)
- Resources don't support the school-based prevention activities they would like to do
- They have never been referred a rape offender who is not African American

Commissioner Davis commented that this latter issue was that which she had been getting to with her earlier question on client profile. Ms Barovsky added that they have discussed this problem (of only African-American juvenile rape offenders being referred) with the Police Department's Juvenile and Sex Offender Divisions, and that the Captain was interested in working with them on it. She also said that the youth referred as child molesters are racially diverse and that only the "peer-oriented" offense referrals are racially skewed. In response to a question from Commissioner Davis, Ms. Barovsky said that their program has no formal relationship with the schools and that they are not collaborating with other youth-serving programs. She added in conclusion that she feels that the Department of Education and the City must be encouraged to address the problem more strongly.

VIII. Public Comment.

A spokesperson from the Omega Boy's Club said that he would like to bring some balance to the outstanding track record of the J.S.O.Treatment Program. He suggested that perhaps strict intake criteria programmed JSO for success while excluding youth most in need of the program.

Commissioner Davis expressed concern about San Francisco's educational system and said that we need to know with greater clarity what educational program is provided to youth who are resident at the Youth Guidance Center. She suspects it is insufficient and suggested that a public hearing may be needed. Commissioner Chan asked whether a change to a year-round program would address her concern. Commissioner Davis responded that her concern is primarily about quality. Certainly, the traditional 9-month school year program ill-serves incarcerated youth. Chief Jordan responded that indeed there is a 30-day period at the Youth Guidance Center during which no program at all is provided and another 30-day period with only limited program provided. He said that the Department needs to examine national standards and model programs to improve educational opportunities for incarcerated youth. Commissioner Pappas reflected upon his experience as a probation officer and suggested that the Commission explore what the school department should be doing for incarcerated youth.

IX. Roll Call to Introduce New Items.

Three items were identified:

A. Continuum of Care Plan.

Commissioner Echavarri, referring to Chief Jordan's request for the Commission's response to the Plan by the end of August, pointed out that the Commission needs a plan for reviewing this document. She suggested that this issue be referred to the Program Committee. Commissioner Schiraldi, who chairs this sub-committee, expressed concern that it was too limited a forum for formulating the Commission's response. Was there a particular reason for the August response deadline? Chief Jordan responded that the Commissioners could have more time if needed. Commissioner Loyce offered the following proposal: that Commissioners get their written comments on the Plan to the Chair of the Program Committee by the end of August. The Executive Secretary will then synthesize these comments for the Program Committee Chair. This proposal was acceded to by the other Commissioners.

B. Ombudsman Position.

This item is in reference to the recommendation put forward in the June Probation Report to continue funding for the Ombudsman position, formerly housed with the Juvenile Justice Commission (JJC). Commissioner Loyce is in receipt of a letter from Michael Fuller, Director of the JJC, asking the Juvenile Probation Commission to join with JJC in requesting the Mayor's Office, and the Superior Court, to continue to fund the position in a joint fashion.

C. Update on Broward County, Florida visit.

Commissioner Loyce reminded the Commission of the offer extended by the Youth Policy Center in Michigan to the Probation Department and the Superior Court to pay for 3 representatives to visit Broward County, Florida to see the kinds of services they have.

X. Adjournment (7:30 PM). The Commission then went into Executive Session to discuss a personnel item.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
375 WOODSIDE AVENUE
SAN FRANCISCO, CA 94127
415/753-7870

NOTICE OF EXECUTIVE SESSION

AUGUST 14, 1991
(TIME: IMMEDIATELY FOLLOWING 5:30 P.M. COMMISSION MEETING)
DEPARTMENT OF SOCIAL SERVICES
170 OTIS STREET - AUDITORIUM
SAN FRANCISCO, CA 94103

I. PERSONNEL MATTER (COMMISSION SECRETARY POSITION)

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NOTICE OF REGULAR MEETING

JUVENILE PROBATION COMMISSION
Wednesday, September 11, 1991
5:30 PM
Youth Guidance Center
Cafeteria
375 Woodside Avenue
San Francisco, CA

AGENDA

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I. Roll Call

II. Review of Minutes

III. Chief Probation Officer's Report

A. Log Cabin Ranch -- Phase I: Sewage Treatment Update

IV. Update on Broward County Visit

V. Public Comment

VI. Roll Call to Introduce New Items

VII. Adjournment

JUVENILE PROBATION COMMISSION

September 11, 1991

The Minutes of this meeting are missing.

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NOTICE OF REGULAR MEETING

JUVENILE PROBATION COMMISSION
Wednesday, October 9, 1991
5:30 PM
Youth Guidance Center
Cafeteria
375 Woodside Avenue
San Francisco, CA

AGENDA

I. Roll Call

II. Review of Minutes

III. Chief Probation Officer's Report

A. Continuum of Care Plan Implementation – Update

B. Resolution for Juvenile Probation Department to Apply for, Accept and Expend $35,000. from S.F. Foundation – Action Item

C. Request for Juvenile Probation Department to Apply for Supplemental Appropriation of $44,573. from Juvenile Justice Program Reserve – Action Item

IV. Program Committee Report

V. Resolution on Community Education

VI. Log Cabin Ranch Task Force Update

VII. Public Comment

VIII. Roll Call to Introduce New Items

IX. Adjournment

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

AGENDA
ADDENDUM

SUPPLEMENTAL TO REGULAR COMMISSION MEETING OF OCTOBER 9, 1991

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ITEM:

RESOLUTION AUTHORIZING THE JUVENILE PROBATION COMMISSION TO ENDORSE PROPOSITION J, THE CHILDREN'S INITIATIVE

The above item will be added to the agenda for the regular Commission meeting of Wednesday, October 9, 1991; to be held in the Cafeteria of the Youth Guidance Center, 375 Woodside Avenue at 5:30 PM.

375 Woodside Avenue San Francisco, CA 94127 (415) 753-7870

JUVENILE PROBATION COMMISSION

October 9, 1991

The Minutes of this meeting are missing.

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SPECIAL MEETING

NOTICE

JUVENILE PROBATION COMMISSION
Wednesday, October 16, 1991
4:30 PM
Youth Guidance Center
CHAPEL
375 Woodside Avenue
San Francisco, CA

AGENDA

I. Roll Call

II. Supplemental Appropriation of $2.1 Million To Fund Capital Projects

Action: Vote on Approval

III. Adjournment

NOTICE OF EXECUTIVE SESSION

(CLOSED TO THE PUBLIC)

JUVENILE PROBATION COMMISSION
Wednesday, October 16, 1991
5:15 PM
Youth Guidance Center
CHAPEL
375 Woodside Avenue
San Francisco, CA

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AGENDA

MATTER: Litigation

JUVENILE PROBATION COMMISSION

October 16, 1991

The Minutes of this meeting are missing.

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JUVENILE PROBATION COMMISSION SPECIAL MEETING NOTICE

5:30 PM
WEDNESDAY, OCTOBER 23,1991

Youth Guidance Center, 375 Woodside Ave., S.F., 94127

CONFERENCE ROOM

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AGENDA

I. Roll Call

II. Authorization for the Juvenile Probation Department to Explore the Possibility of a Bond Measure for Capital Improvements to Juvenile Hall.

Action Item: Vote on Authorization

III. Adjournment

(415) 753-7870

JUVENILE PROBATION COMMISSION

October 23, 1991

The Minutes of this meeting are missing.

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JUVENILE PROBATION REGULAR COMMISSION MEETING NOTICE

5:30 PM
WEDNESDAY, NOVEMBER 13, 1991
CAFETERIA
Youth Guidance Center, 375 Woodside Ave., S.F., 94127

AGENDA

I. Roll Call

II. Review of Minutes

III. Chief Probation Officer's Report

A. Report on Meeting with Kellogg Foundation and OMI Neighbors in Action

B. Report on Initiation of RFP Process on Existing Contracts

C. Update on Bond Measure to Make Capital Improvements at Juvenile Hall.

D. Resolution Authorizing the Juvenile Probation Department to Accept and Expend Monies from Henry J. Kaiser Foundation.
Action: Vote on Approval.

IV. Resolution on Community Education
Action: Vote on Approval.

V. Resolution to Add a Rule of Order to Require All Resolutions to be Numbered, Dated, and to Designate Author.
First Reading.

VI. Program Committee Report.

VII. Log Cabin Ranch Task Force Report.

VIII. Public Comment

IX. Roll Call to Introduce New Items.

X. Adjournment.

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JUVENILE PROBATION REGULAR COMMISSION MEETING AGENDA

AMENDMENT

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5:30 PM
WEDNESDAY, NOVEMBER 13, 1991
CAFETERIA
Youth Guidance Center, 375 Woodside Ave., S.F., 94127

Please note the following changes in the regular Commission meeting agenda of November 13, 1991:

Item III.C.– "Update on Bond Measure to Make Capital Improvements at Juvenile Hall", under "Chief Probation Officer's Report", **is deleted**.

Item IV. – is changed to: "Special Meeting Report".

What was formerly Item IV is now Item V and all subsequent item numbers will be advanced by one.

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JUVENILE PROBATION COMMISSION

November 13, 1991

The Minutes of this meeting are missing.

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JUVENILE PROBATION COMMISSION REGULAR MEETING NOTICE

5:30 PM
WEDNESDAY, DECEMBER 11, 1991
CAFETERIA
Youth Guidance Center, 375 Woodside Ave., S.F., 94127

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AGENDA

I. Roll Call

II. Review of Minutes

III. Chief Probation Officer's Report

IV. Highlights of and Impressions from the Broward County Visit: Report by Chief Jordan, Judge Mitchell, and Carol Callen (of Coleman Advocates).

V. Resolution to Add a Rule of Order Requiring the Numbering of Resolutions.
Action: Vote on Approval.

VI. Resolution to Amend the Rules of Order to Designate Chair Succession in the Absence of President and Vice-President.
First Reading.

VII. Program Committee Report.

VIII. Finance Committee Report.

Resolution to Request Supplemental Appropriation of $771,811. for Fire Safety Improvements and Upgrades, a Maintenance Engineer, and the Design and Administration Costs of Acquiring Proposition 86 Funds (to Cover Construction Costs for Life, Health and Safety Improvements at the Youth Guidance Center).
Action: Vote on Approval.

IX. Authorization for the Program Committee to Sponsor 2 Community Forums.
Action: Vote to Authorize.

X. Public Comment

XI. Roll Call to Introduce New Items.

XII. Adjournment.

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JUVENILE PROBATION COMMISSION

December 11, 1991

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JUVENILE PROBATION COMMISSION SPECIAL MEETING NOTICE

5:30 PM
WEDNESDAY, FEBRUARY 5, 1992
CAFETERIA
Youth Guidance Center, 375 Woodside Ave., S.F., 94127

AGENDA

I. Roll Call

II. Resolution Authorizing the JPD to Accept and Expend CYA Funds
Action: Vote on Approval

III. Bond Proposal for a New Facility

IV. Public Comment

V. Adjournment.

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JUVENILE PROBATION COMMISSION

February 5, 1992

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

REGULAR COMMISSION MEETING AGENDA AMENDMENT

MEETING OF WEDNESDAY, FEBRUARY 12th, 1992
6:30 PM
Potrero Hill Neighborhood House
953 De Haro
San Francisco

AMENDED AGENDA

I. Roll Call

II. Review of Minutes

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III Chief Probation Officer's Report

IV. Nomination and Selection of Officers

Action: Vote on Nomination and Selection

V. JPD Budget (Amended to allow action on item)

Action: Vote on Approval

VI. Discussion of JPC Office Answering Machine (Item added)

Action: Vote on Recommendation

VII Finance Committee Report

VIII Special Meeting Report

IX. Public Comment

375 Woodside Avenue San Francisco, CA 94127 (415) 753-7870

X. Roll Call to Introduce New Items

XI. Adjournment

JUVENILE PROBATION COMMISSION

February 12, 1992

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

SPECIAL MEETING NOTICE

JUVENILE PROBATION COMMISSION
5:30 PM
Wednesday, March 4, 1992
YGC Conference Room
375 Woodside Ave.
San Francisco, CA 94127

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AGENDA

I. Roll Call.

II. Design of Planned JPD Data System

III Public Comment

IV. Adjournment

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JUVENILE PROBATION COMMISSION

March 4, 1992

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

MEETING NOTICES

JUVENILE PROBATION COMMISSION PROGRAM COMMITTEE MEETING
4:00 PM to 5:30 PM - YGC Conference Room
Wednesday, March 11, 1992
375 Woodside Avenue

AGENDA

I. Roll Call.
II. Approval of Minutes of January 8, 1992.
III Guidelines for Monitoring Facilities.
Action: Vote on Approval.
IV. Update on Issues for Non-English-Speaking Youth.
V. Public Comment.
VI. Adjournment.

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JUVENILE PROBATION COMMISSION REGULAR MEETING
Wednesday, March 11, 1992
5:30 PM to 7:30 PM - YGC Cafeteria

AGENDA

I. Roll Call.
II. Approval of Minutes of February 12th.
III Chief Probation Officer's Report.
IV. Resolution(s) for Proposed Bond Initiative for New Facility.
Action: Vote on Approval
V. Presentation: Report from "Come Into the Sun" Conference.
- Kristen Bachler of the Delinquency Prevention Commission
VI. Log Cabin Ranch Task Force Report.
VII Hidden Valley Ranch Lease
VIII Program Committee Report.
IX. Public Comment.
X. Roll Call to Introduce New Items.
XI Adjournment.

JUVENILE PROBATION COMMISSION EXECUTIVE SESSION
Wednesday, March 11, 1992
7:30 PM - YGC Cafeteria

AGENDA

Matter: Personnel and Pending Litigation

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JUVENILE PROBATION COMMISSION

March 11, 1992

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

MEETING NOTICES

JUVENILE PROBATION COMMISSION PROGRAM COMMITTEE MEETING
4:00 PM to 5:30 PM - YGC Conference Room
Wednesday, April 8, 1992
375 Woodside Avenue

AGENDA

I. Roll Call.
II. Approval of Minutes of March 11, 1992.
III. Guidelines for Monitoring Facilities.
IV. Resolution on Bilingual, Bi-cultural, and Culturally-Relevant Services.
V. Public Comment.
VI. Roll Call to Introduce New Items.
VII. Adjournment.

JUVENILE PROBATION COMMISSION REGULAR MEETING
Wednesday, April 8, 1992
5:30 PM - YGC Cafeteria

AGENDA

I. Roll Call.
II. Approval of Minutes of March 11th.
III Chief Probation Officer's Report.
IV. Guidelines for Touring Departmental Facilities.
Action: Vote on Approval.
V. Presentation: Report from "Come Into the Sun" Conference.
Kristen Bachler of the Delinquency Prevention Commission
VI. Log Cabin Ranch Task Force Report.
VII. Hidden Valley Ranch Lease
VIII. Program Committee Report.
IX. Public Comment.
X. Roll Call to Introduce New Items.
XI Adjournment.

JUVENILE PROBATION COMMISSION EXECUTIVE SESSION
Wednesday, April 1, 1992
5:30 PM - YGC Conference Room

AGENDA

Matter: Litigation and Personnel

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

JUVENILE PROBATION COMMISSION REGULAR MEETING

Wednesday, April 8, 1992
5:30 PM
Youth Guidance Center Cafeteria

AGENDA AMENDMENT

ADDITIONAL ITEM:

Resolution to Establish Charges for the Support of Minors Placed in Juvenile Hall and Log Cabin Ranch.
Action: Vote on Approval.

This item will be numbered "IV", displacing the original item IV which will become item "V". All subsequent items will likewise advance by one number.

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JUVENILE PROBATION COMMISSION

April 8, 1992

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

JUVENILE PROBATION COMMISSION REGULAR MEETING
Wednesday, May 13, 1992
5:30 PM - YGC Cafeteria
375 Woodside Avenue

AGENDA

I. Roll Call.

II. Approval of Minutes of March 11th and April 8th.

III Chief Probation Officer's Report.
A. Horticulture Program: Presentation by Robert Price.
B. Warrants Issued on Out-of-Home Placements.

IV. Resolution on Bilingual, Bi-cultural, and Culturally-Relevant Services.
Action: Vote on Approval.

V. Censure of C. Pappas.
Action: Vote to Sanction.

VI. Action to Endorse the "Come Into the Sun Conference" Recommendations.

VII. Renewal of Community-Based Contracts.
Action: Vote on Approval.

VIII. Finance Committee Report.

IX. Public Comment.

X. Roll Call to Introduce New Items.

XI. Adjournment.

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JUVENILE PROBATION COMMISSION

May 13, 1992

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

MEETING NOTICE

JUVENILE PROBATION COMMISSION REGULAR MEETING
Wednesday, June 10, 1992
5:30 PM - YGC Cafeteria
375 Woodside Avenue

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AGENDA

I. Roll Call.

II. Approval of Minutes of May 13th.

III Chief Probation Officer's Report.

A. Update on New Facilities Bond Measure.

B. Resolution Authorizing the JPD to Apply For, Accept, and Expend Grant Funds from the California Department of Conservation - presentation by Rosemary Finley (Director) and Ron Espinoza (Counselor) of Log Cabin Ranch.
Action: Vote on Approval.

C. Recent Incidents Resulting in Injuries to Youth Placed Out of Home.

IV. Program Focus: Woodside Learning Center - presentation by Gloria Burchard.

V. Proposal to Develop a Youth Advisory Board to the Juvenile Probation Commission.

VI. Resolution to Endorse the "Come Into the Sun Conference" Recommendations.
Action: Vote on Approval.

VII. Public Comment.

VIII. Roll Call to Introduce New Items.

IX. Adjournment.

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JUVENILE PROBATION COMMISSION

June 10, 1992

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
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Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

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MEETING NOTICE

JUVENILE PROBATION COMMISSION EXECUTIVE SESSION

Monday, June 15, 1992
5:00 PM - YGC Conference Room
375 Woodside Avenue

AGENDA

Matter: Personnel and Pending Litigation

(Executive sessions are closed to the public.)

375 Woodside Avenue San Francisco, CA 94127 (415) 753-7870

JUVENILE PROBATION COMMISSION REGULAR MEETING NOTICE

5:30 PM
WEDNESDAY, JULY 8, 1992
NEW CAFETERIA (GREEN ROOM)
MISSION LANGUAGE AND VOCATIONAL SCHOOL
2929 - 19th Street
(Between Florida & Alabama)

AGENDA

I. Roll Call.

II. Review of Minutes of June 10th.

III. Mission Language and Vocational School – Introduction to the school from Deputy Director Richardo Alva.

IV. Chief Probation Officer's Report

A. Program Focus: Volunteer Case Management Program – presentation by Chet Hewitt.

B. Allegations of Child Abuse at Juvenile Hall.

C. Bond Initiative Tabling.

V. Youth Advisory Board Update.

VI. Program Committee Report.

VII. Public Comment.

VIII. Roll Call to Introduce New Items.

IX. Adjournment.

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

REGULAR COMMISSION MEETING AGENDA AMENDMENT

Meeting of Wednesday, July 8th, 1992
5:30 PM
Green Room
Mission Language and Vocational School
2929 - 19th Street
(Between Florida & Alabama)
San Francisco

AGENDA AMENDMENT

THE FOLLOWING ITEM:

"RESOLUTION AUTHORIZING A 1992/93 CONTRACT WITH
THE CALIFORNIA YOUTH AUTHORITY
FOR DIAGNOSTIC, TREATMENT, AND TEMPORARY DETENTION SERVICES"
"ACTION: VOTE ON APPROVAL"

IS ADDED TO THE JULY 8TH REGULAR COMMISSION MEETING AGENDA
AS ITEM "IV-D." UNDER THE "CHIEF PROBATION OFFICER'S REPORT".
THE NUMBERING OF SUBSEQUENT ITEMS IS NOT AFFECTED.

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JUVENILE PROBATION COMMISSION

July 8, 1992

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
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Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

Agenda 8/3/92

MEETING NOTICES

JUVENILE PROBATION COMMISSION PERSONNEL COMMITTEE MEETING
Monday, August 3, 1992
5:00 PM - YGC Conference Room
375 Woodside Avenue

AGENDA
(Closed to the public. Matter: personnel.)

I. Roll Call.
II. Evaluation of the Chief Probation Officer.
III. Evaluation of the Executive Secretary.
IV. Youth Advisory Board to the Commission.

JUVENILE PROBATION COMMISSION EXECUTIVE SESSION
Wednesday, August 5, 1992
5:00 PM - YGC Conference Room

AGENDA
(Closed to the public. Matter: litigation.)

I. Roll Call.
II. Abuse Reports in Juvenile Hall.

JUVENILE PROBATION COMMISSION SPECIAL MEETING
Wednesday, September 16, 1992
5:00 PM - YGC Cafeteria

AGENDA

I. Roll Call.
II. Recommendations on Log Cabin Ranch.

375 Woodside Avenue San Francisco, CA 94127 (415) 753-7870

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JUVENILE PROBATION COMMISSION REGULAR MEETING NOTICE

5:30 PM
WEDNESDAY, AUGUST 12, 1992
CAFETERIA
YOUTH GUIDANCE CENTER
375 Woodside, San Francisco

AGENDA

I. Roll Call.

II. Review of Minutes of July 8th.

III. Chief Probation Officer's Report.

A. Fiscal Report.

IV. Commendation of Madeleine Licavoli.
Action: Vote on Approval.

V. Juvenile Justice Commission (JJC) & Juvenile Probation Commission (JPC): Coordinating the Commissions' Efforts – Discussion with the JJC.

VI. Addressing the HIV/AIDS Issue in the Facilities – Presentation by Mike Baxter, Prevention Specialist.

VII. Ordinance Amending the Administrative Code in Order to Authorize the Department to Charge Fees for Certain Services and Documents.
Action: Vote on Approval.

VIII. Building a Community Consensus on a Bond Proposal: Request to the Mayor to Convene a Task Force.
Action: Vote on Approval.

IX. Program Committee Report.

X. Public Comment

XI. Roll Call to Introduce New Items.

XI. Adjournment.

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JUVENILE PROBATION COMMISSION

August 12, 1992

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JUVENILE PROBATION COMMISSION REGULAR MEETING NOTICE

5:30 PM
WEDNESDAY, SEPTEMBER 9, 1992
CAFETERIA
YOUTH GUIDANCE CENTER
375 Woodside Ave, San Francisco

AGENDA

I. Roll Call

II. Review of Minutes of August 12th.

III. Chief Probation Officer's Report

A. Recent Resident Escapes at Log Cabin Ranch (LCR): Investigation and Analysis – Report from Rosemary Finley, Director of LCR.

IV. Building a Community Consensus on a Bond Proposal: Request to the Mayor to Convene a Task Force [tabled from August meeting].
Action: Vote on Approval.

V. Affirmative Action Plan.
Action: Vote on Approval.

VI. Youth Advisory Board – Update.

VII. Finance Committee Report.

VIII. Program Committee Report.

IX. Public Comment

X. Roll Call to Introduce New Items.

XI. Adjournment.

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JUVENILE PROBATION COMMISSION REGULAR MEETING NOTICE

5:30 PM
WEDNESDAY, SEPTEMBER 9, 1992
CAFETERIA
YOUTH GUIDANCE CENTER
375 Woodside Ave, San Francisco

AGENDA

I. Roll Call

II. Review of Minutes of August 12th.

III. Chief Probation Officer's Report

A. Recent Resident Escapes at Log Cabin Ranch (LCR): Investigation and Analysis – Report from Rosemary Finley, Director of LCR.

IV. Building a Community Consensus on a Bond Proposal: Request to the Mayor to Convene a Task Force [tabled from August meeting].
Action: Vote on Approval.

V. Affirmative Action Plan.
Action: Vote on Approval.

VI. Youth Advisory Board – Update.

VII. Finance Committee Report.

VIII. Program Committee Report.

IX. Public Comment

X. Roll Call to Introduce New Items.

XI. Adjournment.

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JUVENILE PROBATION COMMISSION

September 9, 1992

The Minutes of this meeting are missing.

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AMENDMENT

City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

REGULAR COMMISSION MEETING AGENDA AMENDMENT

Meeting of Wednesday, October 14, 1992
5:30 PM in the Cafeteria at the Youth Guidance Center

AGENDA AMENDMENT : THE FOLLOWING ADDITIONAL ITEM:

"DEPARTMENT PROPOSAL IN RESPONSE TO $101,000 BUDGET CUT"
"ACTION: VOTE ON APPROVAL"

IS ADDED TO THE OCTOBER 14TH REGULAR COMMISSION MEETING AGENDA.

REVISED AGENDA

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I. Roll Call.

II. Review of Minutes of September 9th.

III. Chief Probation Officer's Report

IV. Department Proposal in Response to $101,000 Budget Cut.
Action: Vote on Approval.

V. Establishing a Non-Profit for the Commission.

VI. Proposal on 'Self-Expression and the Arts in Juvenile Hall'.

VII. Examination of the Procedural Duties of the Juvenile Justice Commission and the Juvenile Probation Commission.

VIII. Amendment to the Rules of Order Either Suspending Quorum to Allow One Committee Member to Conduct a Meeting or to Allow a Non-Committee Member Commissioner to Serve to Make a Quorum.

IX. Provision of Office Equipment to the Juvenile Probation Commission.
Action: Vote on Approval

X. Public Hearing on Rising Violence and Disproportionate Numbers of African-American Males in the Juvenile Justice System.

XI. Date of November Regular Meeting.

XII. Public Comment.

XIII. Roll Call to Introduce New Items.

XIV. Adjournment.

375 Woodside Avenue San Francisco, CA 94127 (415) 753-7870

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
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Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

REGULAR COMMISSION MEETING AGENDA AMENDMENT

Meeting of Wednesday, October 14, 1992
5:30 PM
Cafeteria
Youth Guidance Center
375 Woodside Avenue
San Francisco

AGENDA AMENDMENT

THE FOLLOWING ITEMS:

"PROVISION OF OFFICE EQUIPMENT TO THE JUVENILE PROBATION COMMISSION

"ACTION: VOTE ON APPROVAL"

AND

"PUBLIC HEARING ON RISING VIOLENCE AND DISPROPORTIONATE NUMBERS OF AFRICAN-AMERICAN MALES IN THE JUVENILE JUSTICE SYSTEM"

AND

"DATE OF NOVEMBER REGULAR MEETING"

ARE ADDED TO THE OCTOBER 14TH REGULAR COMMISSION MEETING AGENDA AS ITEM "VIII" REPLACING "PUBLIC COMMENT" WHICH WILL BECOME ITEM "IX", THE NUMBERING OF SUBSEQUENT ITEMS ADVANCING BY ONE.

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JUVENILE PROBATION COMMISSION

October 14, 1992

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Juvenile Probation Commission

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Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

MEETING NOTICES

JUVENILE PROBATION COMMISSION
SPECIAL MEETING
Wednesday, October 21, 1992
5:00 PM - YGC Cafeteria
375 Woodside Avenue

AGENDA

I. Roll Call.
II. Department Response to $101,000 Cut.
Action: Vote on Approval.

III. Provision of Office Equipment to the Juvenile Probation Commission.
Action: Vote on Approval.

IV. Public Comment.

V. Adjournment.

JUVENILE PROBATION COMMISSION
PERSONNEL COMMITTEE MEETING
Wednesday, October 21, 1992
6:00 PM - YGC Conference Room
375 Woodside Avenue

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AGENDA
(Closed to the public. Matter: personnel.)

I. Roll Call.
II. Youth Advisory Board to the Commission.

JUVENILE PROBATION COMMISSION

October 21, 1992

The Minutes of this meeting are missing.

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City and County of San Francisco
Juvenile Probation Commission

James E. Loyce, Jr., *President*
Michael Yamaguchi, *Vice President*
Agnes I. Chan, *Commissioner*
Gloria R. Davis, *Commissioner*
Esperanza Echavarri, *Commissioner*
Michael Pappas, *Commissioner*
Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

MEETING NOTICE

JUVENILE PROBATION COMMISSION
EMERGENCY MEETING
Thursday, October 22, 1992
5:30 PM - YGC Cafeteria
375 Woodside Avenue

AGENDA

I. Roll Call.

II. Alternative Department Proposals to Address the Shortfall and its Associated Personnel Issues.
Action: Vote on Approval.

III. Public Comment.

IV. Adjournment.

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JUVENILE PROBATION COMMISSION

October 22, 1992

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City and County of San Francisco
Juvenile Probation Commission

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Vincent Schiraldi, *Commissioner*

Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

MEETING NOTICE

JUVENILE PROBATION COMMISSION
SPECIAL MEETING
Tuesday, October 27, 1992
12:00 PM - YGC Cafeteria
375 Woodside Avenue

AGENDA

I. Roll Call.

II. Alternative Department Proposal to Address the Shortfall.
Action: Vote on Approval.

III. Public Comment.

IV. Adjournment.

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JUVENILE PROBATION COMMISSION

October 27, 1992

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City and County of San Francisco
Juvenile Probation Commission

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Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

MEETING NOTICE

JUVENILE PROBATION COMMISSION
REGULAR MEETING
Wednesday, November 18, 1992
5:30 PM - YGC Cafeteria

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AGENDA

I. Roll Call.

II. Review of Minutes of October 14th..

III. Chief Probation Officer's Report.
   A. Community Contracts Renewal Process (Cheyenne Bell).
   B. Real Estate Supplemental Appropriation of $10,000.
      Action: Vote on Approval.

IV. Report on the Disproportionate Numbers of African-American Males in the Juvenile Justice System -- Presentation by David Steinhart of the National Council on Crime and Delinquency.

V. Establishing a Non-Profit for the Department and Commission [Tabled from the October regular meeting].
   Action: Vote on Approval.

VI. Amendment to the Rules of Order Either Suspending Quorum to Allow One Committee Member to Conduct a Meeting or to Allow a Non-Committee Member Commissioner to Serve to Make a Quorum [Tabled from the October regular meeting.]

VII. Finance Committee Report

VIII. Public Comment.

IX. Roll Call to Introduce New Items.

X. Adjournment.

NOTICE OF EXECUTIVE SESSION
(Matter: Personnel)

When the above Regular Commission Meeting adjourns the Commission will go into Executive Session to discuss a personnel matter.

375 Woodside Avenue San Francisco, CA 94127 (415) 753-7870

JUVENILE PROBATION COMMISSION

November 18, 1992

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City and County of San Francisco
Juvenile Probation Commission

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Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

MEETING NOTICE

JUVENILE PROBATION COMMISSION
REGULAR MEETING
Wednesday, December 9, 1992
5:30 PM - YGC Cafeteria

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AGENDA

I. Roll Call.

II. Review of Minutes of November 18th.

III. Chief Probation Officer's Report.

IV. Youth Advisory Board -- Update.

V. Recommendation of Finance Committee to Establish Commission Procedures for Responding to Budget Crisis.
Action: Vote on Approval.

VI. Amendment to the Rules of Order Allowing the Commission President to Appoint at Least One, and Preferably Two, Alternate Members to Each Commission Committee.
Action: Vote on Approval.

VII. Joint Commission Meeting of the Juvenile Justice Commission and the Juvenile Probation Commission.

VIII. December 17th Joint Commission Hearing on Prop J.

IX. Finance Committee Report

X. Public Comment.

XI. Roll Call to Introduce New Items.

XII. Adjournment.

375 Woodside Avenue San Francisco, CA 94127 (415) 753-7870

JUVENILE PROBATION COMMISSION

December 9, 1992

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City and County of San Francisco
Juvenile Probation Commission

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Fred E. Jordan, Jr.
Chief Juvenile Probation Officer

Pam Satterwhite
Executive Secretary

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MEETING NOTICE

JUVENILE PROBATION COMMISSION SPECIAL JOINT COMMISSION HEARING ON THE 1993/1994 CHILDREN'S SERVICES PLAN

Thursday, December 17, 1992
3:00 - 5:00 PM - Public Health Commission Meeting Room
101 Grove Street, 3rd Floor, Room 300
San Francisco, CA

AGENDA

NOTE: THE SAN FRANCISCO CITY CHARTER REQUIRES ALL YOUTH-SERVING CITY COMMISSIONS TO HOLD AT LEAST ONE PUBLIC HEARING ON THE CITY'S CHILDREN'S SERVICES PLAN

Matter: Public Testimony on the 1993/1994 Children's Services Plan

375 Woodside Avenue San Francisco, CA 94127 (415) 753-7870

JUVENILE PROBATION COMMISSION

December 17, 1992

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